

Canada Chemventory™

Everything you need to know about Flinn Canada Chemventory™

Do you know what is on your chemical shelves? The federal government as well as ninety percent of the states have passed laws or regulations that require employers (including schools) to maintain records about the chemical substances stored and used on their premises. These regulations—commonly called the “right to know” laws—generally require employers to maintain an inventory of their chemical substances. In some cases, these inventories must also be made available to local and state regulatory officials.

One of the most practical steps any school science department can take to bring organization and safety to its programs is to create and maintain an inventory system for all laboratory chemicals. Ideally, a chemical inventory system should provide the following information: how to store chemicals in a chemically compatible and safe manner, the hazardous characteristics (if any) of each chemical, suggested disposal methods, the amount of each substance currently on the premises, a reorder minimum or a level at which it would be desirable to reorder the substance, and a means of identifying chemicals that are seldom, if ever, used. The Flinn Canada Chemventory™ system incorporates all of these desired features.

The new Flinn Canada Chemventory™ is flexible enough to allow you to access your inventory information from multiple locations on multiple devices. You can even set up your system for multiple users! The following tutorial covers all the features of the Flinn Canada Chemventory™ system.

If you have any further questions about the program that are not answered in this document, contact Flinn customer service (844) 200-1455 M-F 8:30 a.m. - 6:00 p.m. ET or email us at flinn@flinnsci.ca.

Keeping an inventory of your chemicals just got a lot easier!

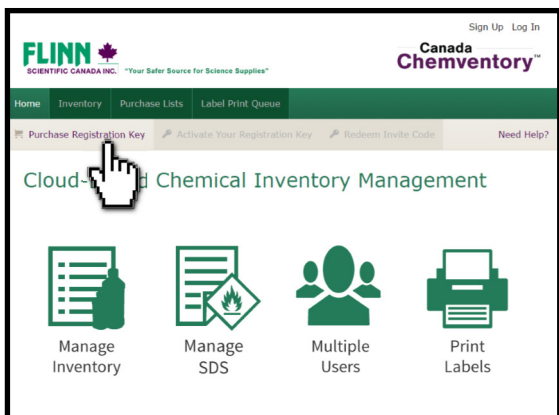
Canada Chemventory™

- 1 -

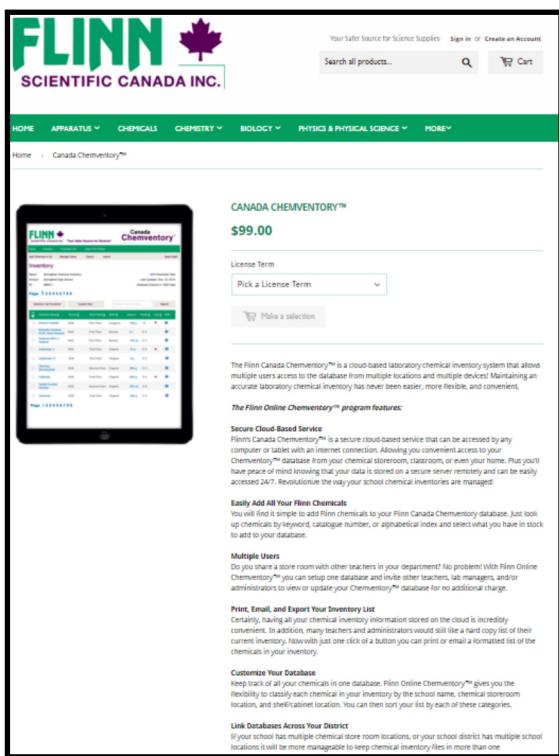
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Canada Chemventory™ Home



Welcome to Flinn Canada Chemventory™— To get started you will need to purchase a registration key from Flinn Scientific Canada. Click the “Purchase a Registration Key” button in the grey navigation bar to order from our online store or you can include the item on a purchase order that is placed via phone, fax, or mail.



Registration keys for Flinn Canada Chemventory™ are available online as shown to the left, or through our catalogue.

Three License Terms are available:

Catalogue No. SE3998

Canada Chemventory™—One-Year License—\$99

Catalogue No. SE3999

Canada Chemventory™—Three-Year License—\$179

Catalogue No. SE4000

Canada Chemventory™—Five-Year License—\$349

You will receive an email with an 8-digit registration key upon receipt of order at Flinn. This registration key will be used to activate your Canada Chemventory database.

Log In and Sign up

Sign Up Log In

FLINN SCIENTIFIC CANADA INC. "Your Safer Source for Science Supplies"

Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Need Help?

Sign Up

Personal Information

First Name Last Name

Email Phone Number ext.

School or Institution

Address

City Province Postal Code

Teacher Information

Are you a Science Teacher or School Administrator? Yes No

Password

Password Repeat Password

Create Account

Before you can begin building your Canada Chemventory™ database you need to Create an Account. Click the “Sign Up” link on the upper right corner of the page, fill out the required account information, and click “Create Account.”

Sign Up Log In

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Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Need Help?

Log In

Email

Email is required.

Password

Password is required.

Remember me next time.

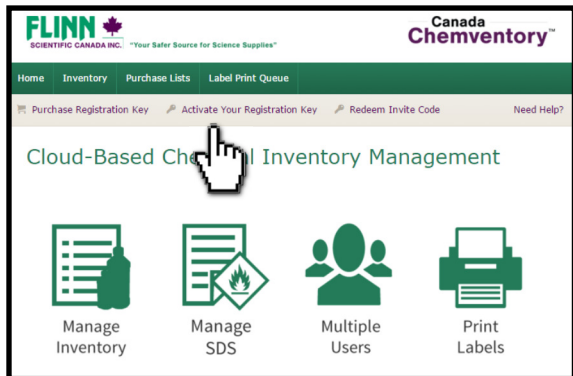
Log In

[Forgot Password?](#)

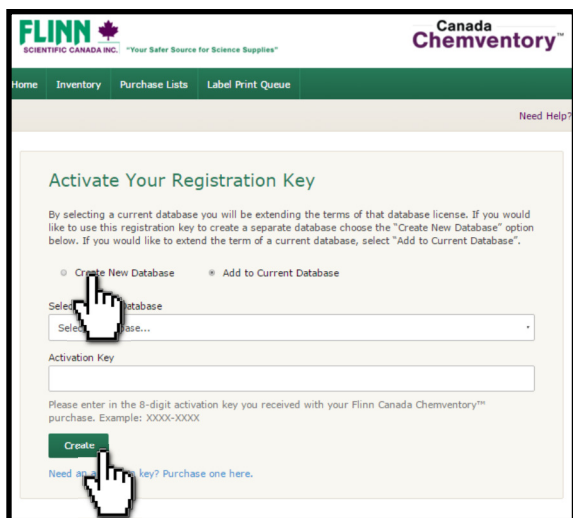
Click the “Log In” link on the upper right corner of the page, and fill in the required login fields.

Note: Users who have an account setup with our GHS and Lab Safety Video training site will need to create a separate account for Canada Chemventory™.

Activate Your Account Registration Key

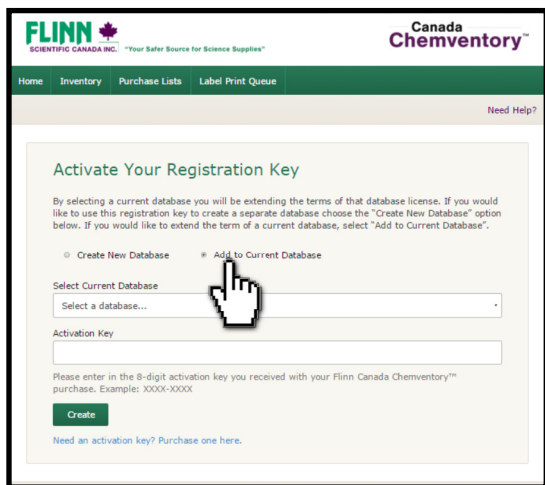


Once you have signed up and/or logged in, click on the “Activate Your Registration Key” button. On the registration key activation page, select the “Create New Database” option.



When you purchase a registration key from Flinn Scientific, you are sent an email with an 8-digit registration key code. To activate your Canada Chemventory™ database, you will need to give it a name. This name should be a unique identifier of the database, such as “GVHS Chemical Inventory”. You will also need to enter the school or district name along with the 8-digit registration key code that was included in your email.

Note : *If you are activating multiple databases for different locations within a university or district, you should select the “Create a New Database” option and give each database a unique name. If you select the same database multiple times, subsequent days will be added to the selected database license.*



Extending your Database License

If your Canada Chemventory database has expired, or is about to expire you can extend your license terms by adding additional days through the “Activate a Registration Key” Page.

Select the “Add to Current Database” option and enter a new 8-digit registration code. This will extend your license.

Activating and Accessing Multiple Databases

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Home Inventory Purchase Lists Label Print Queue

Need Help?

Activate Your Registration Key

By selecting a current database you will be extending the terms of that database license. If you would like to use this registration key to create a separate database choose the "Create New Database" option below. If you would like to extend the term of a current database, select "Add to Current Database".

Create New Database Add to Current Database

New Database Name
Enter new database name here

School or District

Activation Key

Please enter in the 8-digit activation key you received with your Flinn Canada Chemventory™ purchase. Example: XXXX-XXXX

Create

Need an activation key? Purchase one here.

Complete the following steps to activate multiple Canada Chemventory databases:

- 1) Select the "Home" button and then select "Activate Your Registration Key".
- 2) Select the "Create New Database" option.
- 3) Name your database, add your school or district name, and add your 8-digit activation key.

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Home Inventory Purchase Lists Label Print Queue

Activate Your Registration Key Redeem Invite Code

Need Help?

Choose a Database

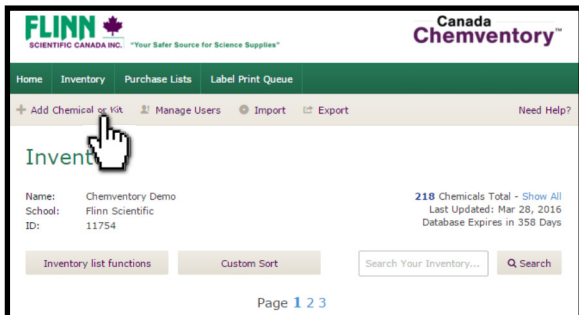
Chemventory Demo Edit Database Name Number of Users: 1 Number of Chemicals: 231	Demo List 2 Edit Database Name Number of Users: 1 Number of Chemicals: 0
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Access and Manage Multiple Databases

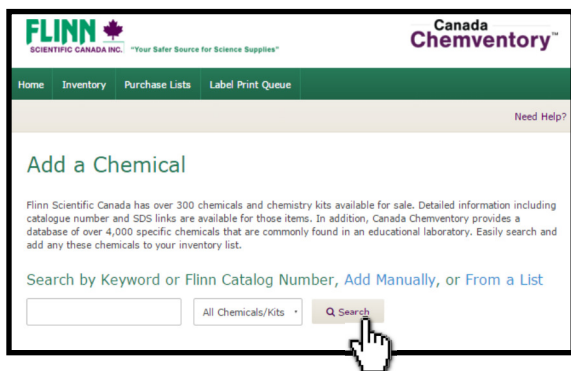
You will be brought to the "Choose a Database" page if you are the member of more than one Canada Chemventory database. From this page you will be able to navigate to all linked databases.

The "Choose a Database" page may always be accessed while in the program by selecting the database name at the top of the page.

Adding Chemicals to Your Inventory



From your inventory page, click on the “Add a Chemical or Kit” button in the grey navigation bar.

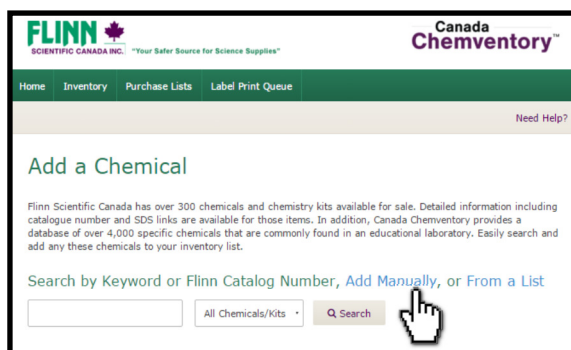


To search by keyword, enter the chemical you are looking for, select the chemical type from the dropdown list, and click or tap “Search”. Chemical types are as follows:

All chemicals and kits

Catalogue Chemical—Chemicals listed for sale in the Flinn catalogue.

Flinn Kits—Chemical Kits that Flinn sells.

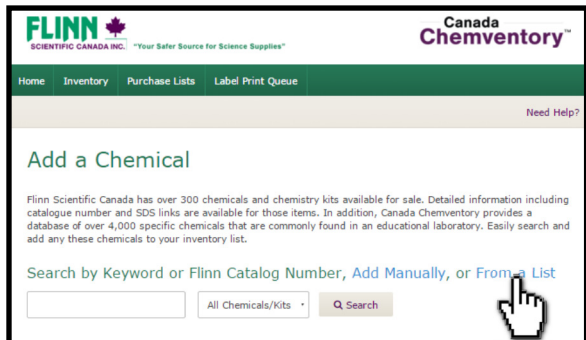


If you cannot find a chemical that you want to add in the search, click the “Add Manually” link to fill in the necessary information.

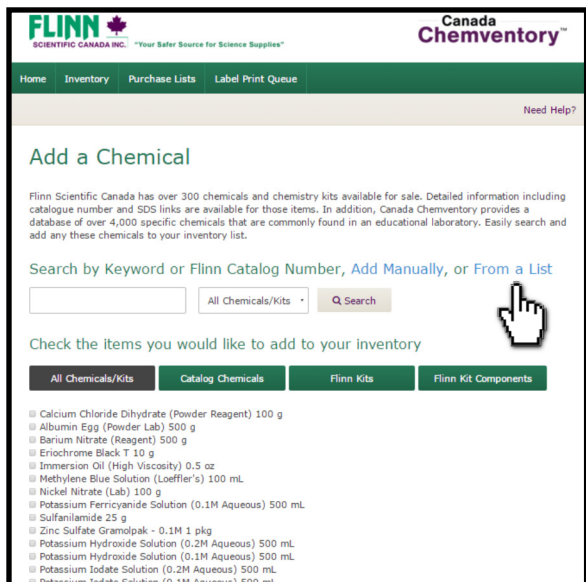
See page 8 to find out how to use the “Add From a List” function.

*Adding Chemicals to Your Inventory,
continued on next page*

Adding Chemicals to Your Inventory, continued



When setting up your initial inventory, or if you have a list of chemical names or Flinn catalogue numbers, you can save time by using the “Add a Chemical From a List” function.



Scroll through a list of over 2,200 Flinn catalogue chemicals. Check the box next to any chemical that you have in your store room. After all your chemicals are selected, select “Add to Inventory” at the bottom of the page. The chemicals you selected will be added to your inventory database. To add location and quantity on hand, follow the steps from page 12 in this document.

*Adding Chemicals to Your Inventory,
continued on next page*

Adding Chemicals to Your Inventory, continued

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Home Inventory Purchase Lists Label Print Queue

Aluminum Chloride, Reagent, 100 g
Chemventory Demo

Chemical Information

Name: Aluminum Chloride, Reagent, 100 g
Unit of Measure: g

Chemical Formula: AlCl₃·6H₂O
Minimum Reorder Amount (Numeric Only): 100

Synonym: Hexahydrate aluminum trichloride
GHS Signal Word: Warning

Company: Flinn Scientific Canada, Inc.
Hazard Statement: May cause respiratory irritation. Causes serious eye irritation. Causes skin irritation.

Catalogue #: AJ0225
Grade: Reagent

Disposal #:
GHS Pictograms: Acute, Carcinogen, Corrosive, Environmental, Explosive, Flammable, Gas, Irritant, Oxidizer

CAS #: 7784-13-6
Class:
Compatible Family: 1.2
Part of Kit:
SDS Information Link: <http://www.flinnsci.com/canada-sds/a/alumini>

Comments/Notes

If you add a chemical from the keyword search or Flinn chemical list, the chemical information will be populated for you. Some chemicals will not have information in every field, for example not every chemical has a synonym, formula or CAS#. Adding a chemical manually will provide you with blank data fields to fill in. No fields on this page are mandatory, and may be customized as you see fit.

Adding a Safety Data Sheet (SDS) for non-Flinn chemicals: If you manually add a chemical that is not from Flinn, you can link a Safety Data Sheet on the Chemical Information page. In the SDS Information data entry field on the bottom right corner of the page, you may enter a URL link to any SDS PDF or web link that is available online. The easiest way to find SDS for your chemical is to search "example (chemical name) SDS" in Google.

Inventory Information

Amount (Numeric Values Only): 1000

Unit of Measure: mL

Minimum Reorder Amount: 100

School: Flinn Sci.

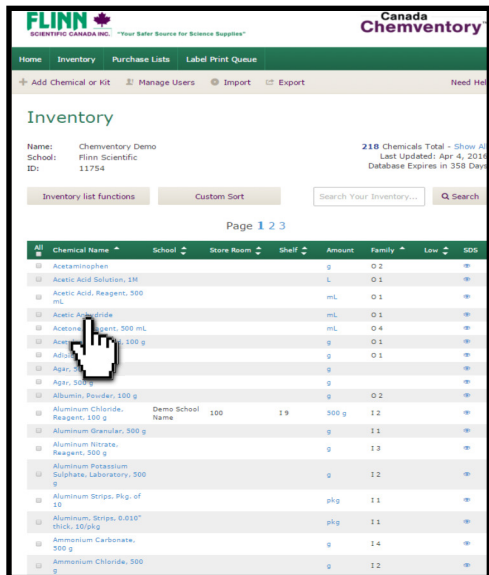
Store Room: Second Floor

Shelf Location: 15 top shelf

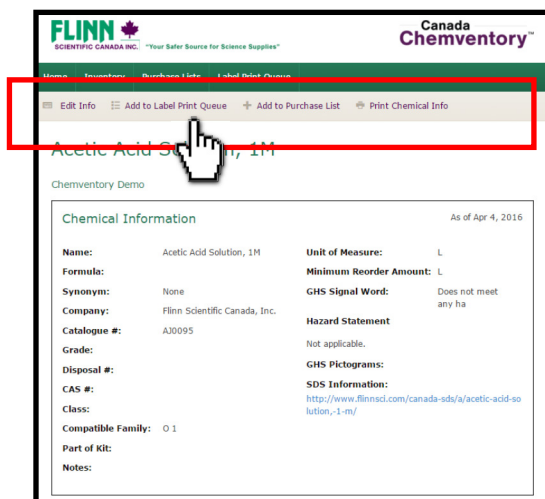
Add Chemical

Inventory Information will need to be filled in for all chemicals if they were added manually or from a Flinn chemical search. The only information that is required for your inventory is amount on hand and minimum re-order amount.

Viewing Chemical Information



After you have added chemicals to your inventory, the detailed information that you entered can be viewed by clicking on the chemical name in your list.



On the Chemical Information page, you will be able to complete the following tasks for the chemical listing shown on the screen: **Edit Info**, **Add to Label Print Queue**, **Add to a Purchase List**, **Print Chemical Info**. The links for these action items can be found in the grey navigation bar.

Note: Flinn kit component chemicals cannot be added to a purchase list for re-ordering.

Detailed chemical information, a link to the SDS for Flinn chemicals, and detailed inventory information can be viewed on this screen.

Editing Chemical Information

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Home Inventory Purchase Lists Label Print Queue

Aluminum Chloride, Reagent, 100 g

Chemventory Demo

Chemical Information

Name: Aluminum Chloride, Reagent, 100 g
 Unit of Measure: g

Chemical Formula: AlCl₃·6H₂O
 Minimum Reorder Amount (Numeric Only): 100

Synonym: Hexahydrate aluminum trichloride
 GHS Signal Word: Warning

Company: Flinn Scientific Canada, Inc.
 Hazard Statement: May cause respiratory irritation. Causes serious eye irritation. Causes skin irritation.

Catalogue #: A30225
 Grade: Reagent

Disposal #:
 GHS Pictograms: Acute, Carcinogen, Corrosive, Environmental, Explosive, Flammable, Gas, Irritant, Oxidizer

CAS #: 7784-13-6
 Class:
 Compatible Family: 1 2

Part of Kit:
 SDS Information Link: <http://www.flinnsci.com/canada-sds/e/alumi>

Comments/Notes:
[Find an SDS](#)

The edit chemical page will allow you to make changes to any of the data fields for a particular chemical. In most cases the chemical information will not change over time, but you may choose to add more detail after the chemical is initially added.

Note: If you add a Flinn chemical from the Keyword search or the Flinn chemical selection page, you will not be able to change the GHS signal word, Hazard Statement, or GHS Pictograms. Only chemicals that are added manually allow these fields to be modified.

Inventory Information

Current Amount: 100 g
 Remove [v] 0 g

New Total: 100 g

School: Flinn

Store Room: upstairs Chem

Shelf Location: Right H4

Cancel Submit

The edit chemical page also gives you the opportunity to update the quantity and location of that particular chemical.

Editing Quantity on Hand

The screenshot shows the 'Inventory' page with a table of chemicals. The table has columns for Chemical Name, School, Store Room, Shelf, Amount, Family, Low, and SDS. The 'Acetic Acid, Reagent, 500 mL' row is highlighted, and a mouse cursor is pointing at the '450' in the Amount column.

Chemical Name	School	Store Room	Shelf	Amount	Family	Low	SDS
Acetaminophen				500 g	O 2	●	
Acetic Acid Solution, 1M	Demo School Name	100	Bottom Shelf	500 L	O 1		
Acetic Acid, Reagent, 500 mL	Demo School Name	100	2B	450	O 1		
Acetic Anhydride	Demo School Name	100	3A	500	O 1		
Acetone, Reagent, 500 mL	Demo School Name	100	2C	2000 mL	O 4		

To change the amount on hand for a chemical, click on the amount for the chemical listing you would like to update.

The screenshot shows the 'Quantity On Hand' page for 'Acetic Acid, Reagent, 500 mL'. It displays the current amount (450 mL) and a form to update it. The 'Remove' field is set to 0, and the 'New Total' is 450 mL. A mouse cursor is clicking on the '0' in the 'Remove' field.

Current Amount: 450 mL

Remove: mL

New Total: 450 mL

School:

Store Room:

Shelf Location:

Buttons:

History:

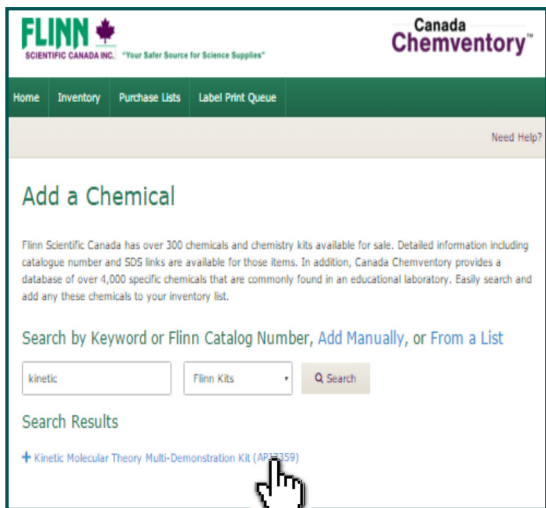
Date	User	School	Store Room	Shelf	Change Amount
3/28/16 3:19P	John Smith				
4/4/16 10:48A	John Smith	Demo School Name	100	2B	450.000

To change the quantity:

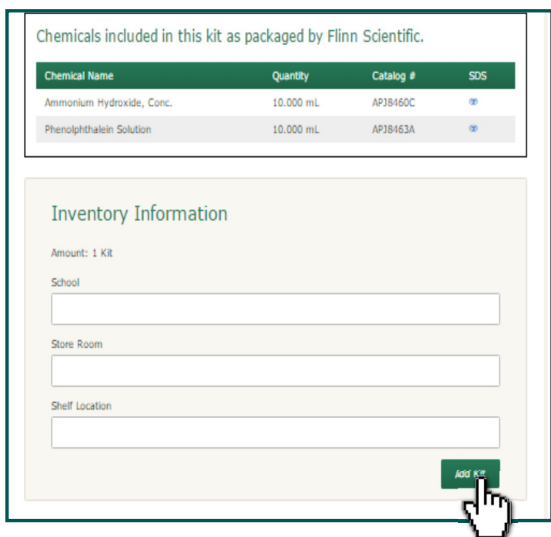
- 1) Click on the drop-down box to select if you want to add or remove from your current quantity on hand.
- 2) Enter the amount that you will be adding or removing.
- 3) Update any of the location information for the selected chemical.
- 4) Click Submit.

Note: You can view the update history on the Quantity on Hand page. Anytime a chemical is added or when the quantity is changed a record will be listed with the Date, User Name, and the change that was made.

Adding Flinn Kits to Your Inventory

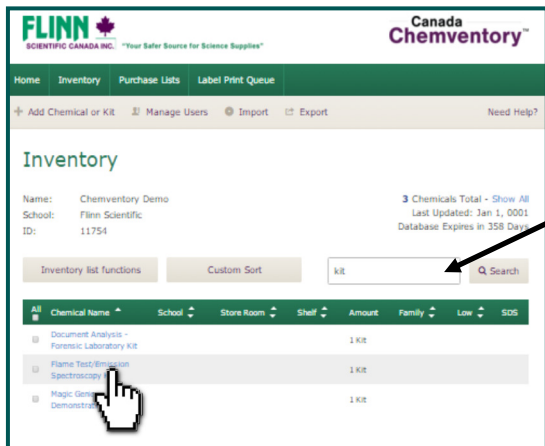


Flinn chemical kits can be added to inventory using the “From a List” function, or the keyword function as shown to the left. When using the keyword function select the chemical kit which you would like to add to your inventory. Chemical kits can be added to your shelf as packaged by Flinn. Once a kit box has been opened all kit components should be stored by Flinn compatible family.



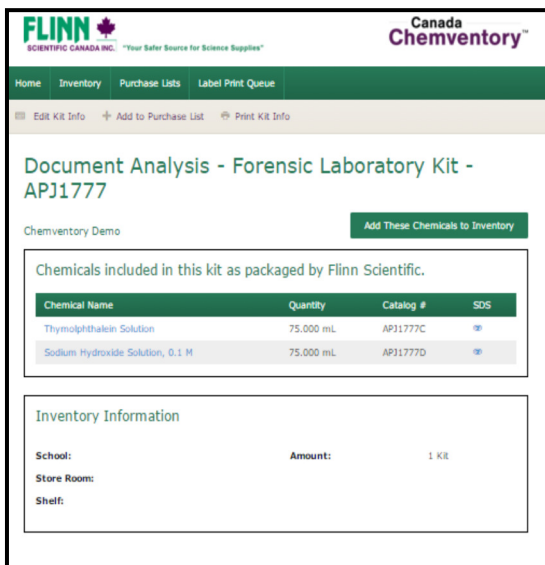
After selecting a kit, you will be shown a page that lists all the chemicals included in that kit. This page is also where you will add the location information for this kit.

Managing Kits in Your Inventory



You can access your detailed kit information by selecting the kit name in your inventory list.

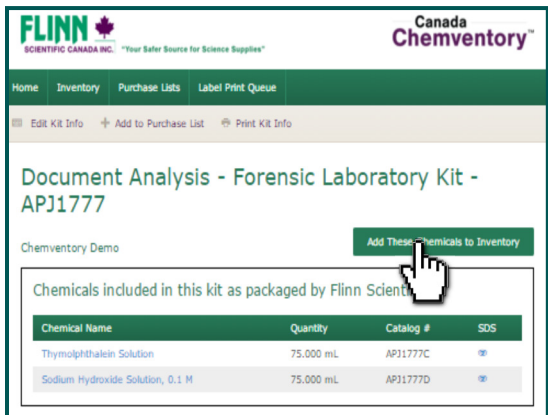
Tip: Use the keyword search of your inventory and type “Kit”. This will provide you with a list of all the kits in your inventory.



The main kit information page shows the chemicals that are included and the quantity. The following six functions can be completed on this page:

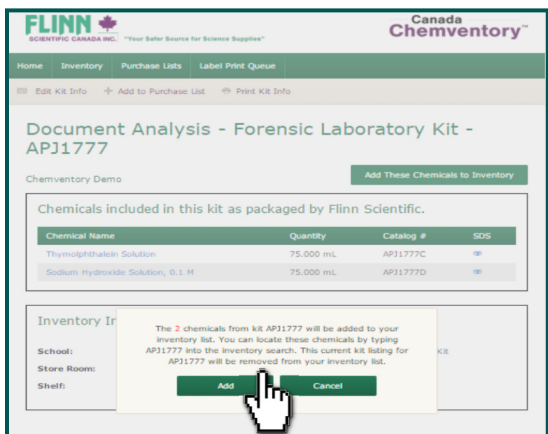
- Edit Kit Info
- Add to a Purchase List
- Print Kit Info
- Add Kit Chemicals to Inventory
- View Kit Component Chemical Information
- View SDS for Kit Component Chemicals

Managing Kits in Your Inventory

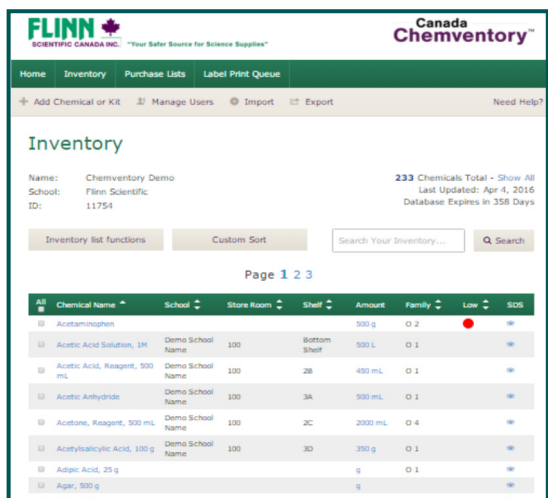


Kits from Flinn that are unopened may remain stored on your shelf as packaged. After a kit has been opened, any unused chemical should be stored in accordance to the Flinn Scientific storage pattern. A storage code is listed on all Flinn kit component chemical bottles.

After a kit has been opened, select the “Add These Chemicals to Inventory” button.



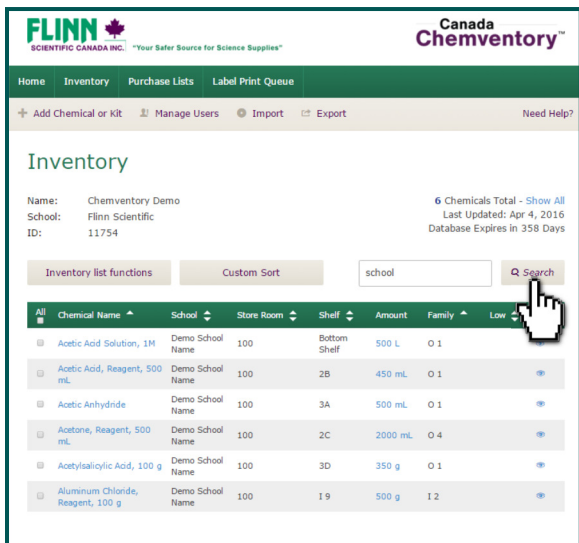
The kit listing will be removed from your inventory list, and the kit components from that kit will be added to your inventory for management.



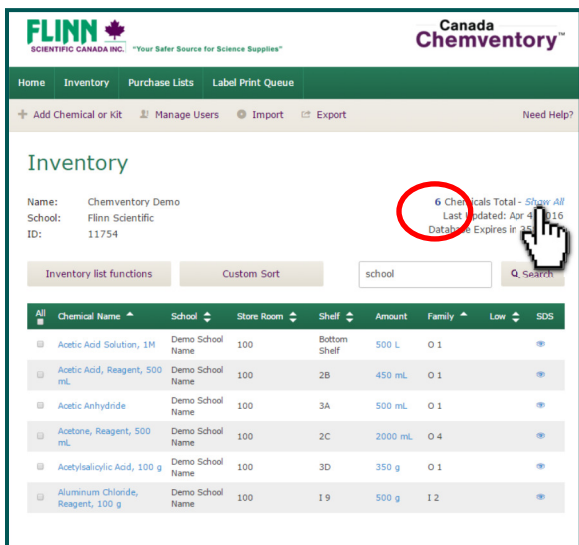
Enter the kit catalogue number in the inventory search field to locate kit component chemicals that have been added to your inventory from a kit.

From here you can delete chemicals that were completely used and update quantity on hand for those chemicals still in stock.

Inventory Page Features—Inventory Search

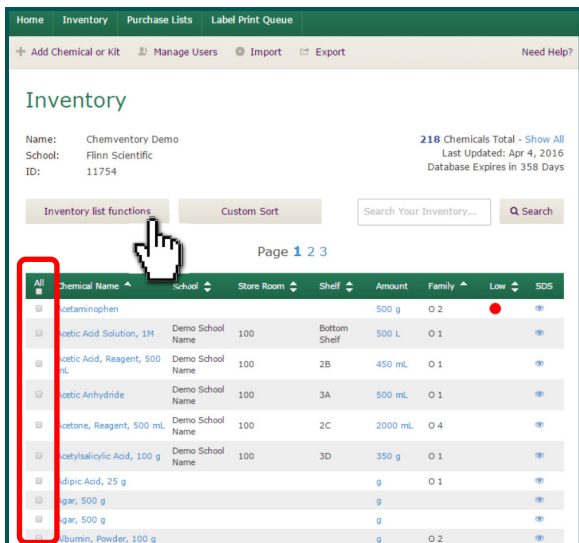


A keyword search of the inventory is located directly above your inventory list. The keyword search scans all data fields of the inventory for an exact match.



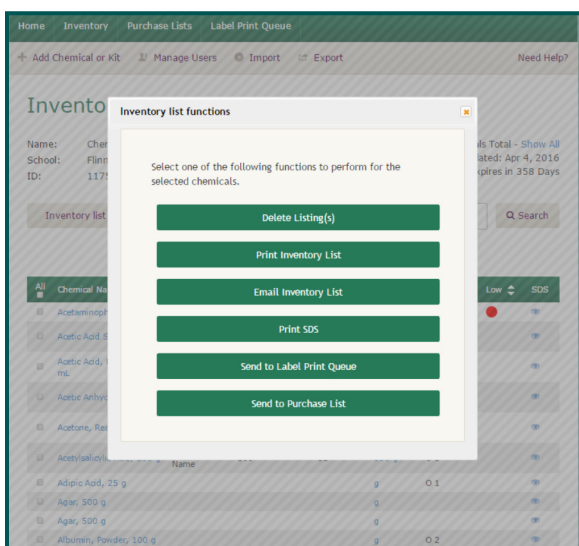
The number of search results will display as shown to the left circled in red. Any functions completed in the list will pertain to only these search results until the page is refreshed or the “show all” button is selected as shown to the left.

Inventory Page Features—Inventory List Functions



The Inventory List Function allows you to perform tasks for multiple chemicals at one time. You may select One or multiple chemicals in your list by checking the dialog box as shown to the left in red. You may also select the entire list by using the “Select All” option.

Tip: If you have done a keyword search and only a selected amount of chemicals from your inventory list are displayed, you may check “All” and the function will only perform a specified task for the chemicals listed in your search results.

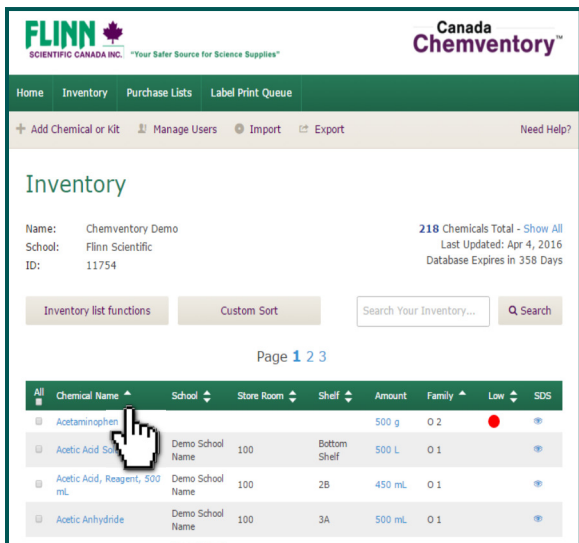


The following tasks can be completed for all selected chemicals using the Inventory List Function:

- Delete Chemical Listings
- Print Inventory List
- Email Inventory List
- Print SDS
- Send to Label Print Queue
- Send to Purchase List

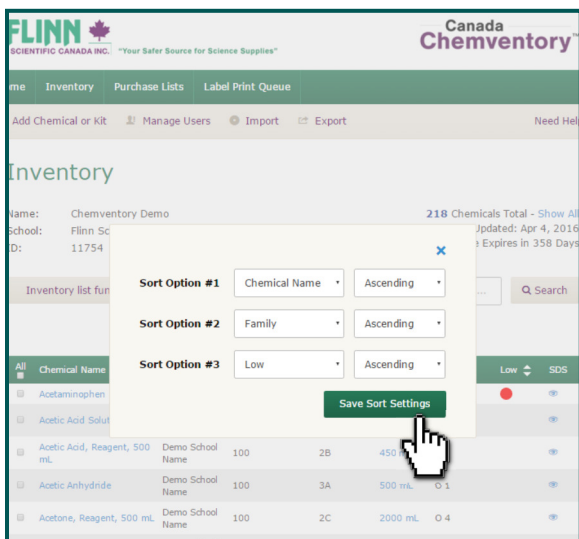
When choosing “Delete Listings” you will be given a prompt verifying that you want to delete the selected number of chemicals. Once deleted, Information cannot be restored.

Inventory Page Features—Sorting Your Inventory



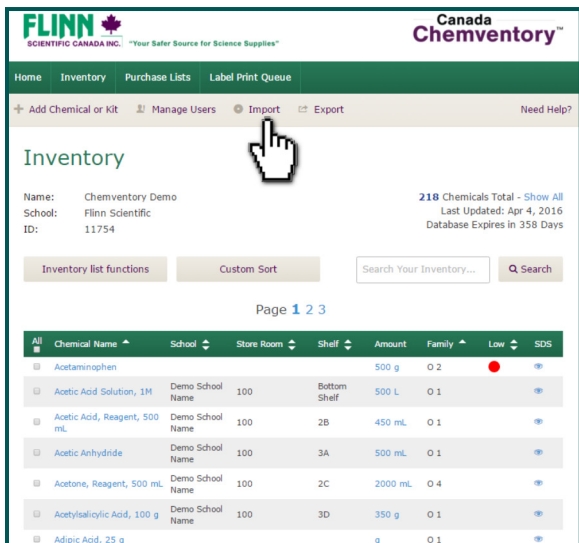
Two options are available to sort your inventory. The first option is to use the sorting arrows located next to the titles in the header of your inventory list. The arrows will sort the list Alphabetically A-Z or Z-A for that column.

When your inventory page is refreshed the list will restore to default sort, which is the order in which the chemicals were added to the inventory.



The second option is to custom sort your inventory. When using this method you will be able sort your list by three levels. For example, sort first by storeroom location, then by shelf location, then by chemical name.

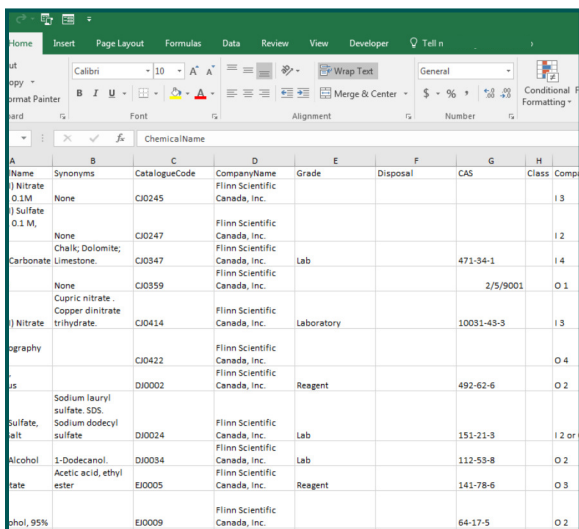
Inventory Page Features—Exporting Inventory



Your full inventory can be exported into a .CSV file that can be opened in Excel.

It is recommended that you export a copy of your database from time to time depending on how often you update your inventory.

Flinn Scientific Canada backs up the Chemventory program as a whole nightly, but can only restore the entire application if it were to go down. Individual inventory databases cannot be restored if a user unintentionally deletes some or all chemical listings.



24 columns of information are exported. If this file is saved on your local machine it can be imported at a future date. All data including GHS information is included in an Canada Chemventory export.

Inventory Page Features—Importing Inventory

All	Chemical Name	School	Store Room	Shelf	Amount	Family	Low	SDS
<input type="checkbox"/>	Acetaminophen	Demo School Name	100	Bottom Shelf	500 g	O 2	●	
<input type="checkbox"/>	Acetic Acid Solution, 1M	Demo School Name	100	Bottom Shelf	500 L	O 1		
<input type="checkbox"/>	Acetic Acid, Reagent, 500 mL	Demo School Name	100	2B	450 mL	O 1		
<input type="checkbox"/>	Acetic Anhydride	Demo School Name	100	3A	500 mL	O 1		

A database that has been exported from Canada Chemventory can be imported back into the program. When a file is imported from Excel the listings will append to the end of your Canada Chemventory list.

Users may import data into Canada Chemventory using a .CSV (Excel) file. The import file data fields must match the required import fields for Canada Chemventory. Please read the document below with detailed instructions on importing a .CSV file into Canada Chemventory. A .CSV import template also available below for download.

How to Import Data
[.CSV Import Template](#)

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Printing Labels

FLINN SCIENTIFIC CANADA INC. "Your Safer Source for Science Supplies"

Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Edit Info Add to Label Print Queue Add to Purchase List Print Chemical Info

Acetic Anhydride

Chemventory Demo

Chemical Information As of Apr 4, 2016

Name: Acetic Anhydride	Unit of Measure: mL
Formula: (CH ₃ CO) ₂ O	Minimum Reorder Amount: mL
Synonym: Acetic oxide; Acetyl ether	GHS Signal Word:
Company: Flinn Scientific Canada, Inc.	Hazard Statement:
Catalogue #: A30008	GHS Pictograms:
Grade: Reagent	
Disposal #:	SDS Information:
CAS #: 108-24-7	http://www.flinnsci.com/canada-sds/a/acetic-anhydride/
Class:	
Compatible Family: 0 1	
Part of Kit:	
Notes:	

Inventory Information

School: Demo School Name	Amount: 500 mL
Store Room: 100	
Shelf: 3A	

There are three options for printing labels:

1) From the Chemical Information page click the “Add to Label Print Queue” button on the grey navigation bar. Skip to step 3 on page 22 to view the next step for printing this label.

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Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Add Chemical or Kit Manage Users Import Export Need Help?

2) After you are logged in, click the “Label Print Queue” button on the green navigation bar. Once on the Chemical Labeling page, click the “Create a Label” button on the grey navigation bar. Skip to step 3 on page 23 to view how to create a manual label and the next step for printing this label.

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Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Create a Label Need Help?

Chemical Labeling

Label Print Queue

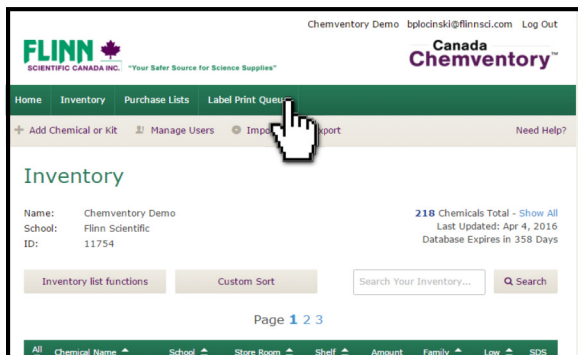
Click on a chemical name to add that selection to the first available space on the label print setup on the right side of the page.

Select Label Size

Chemical Resistant 2" x 4"

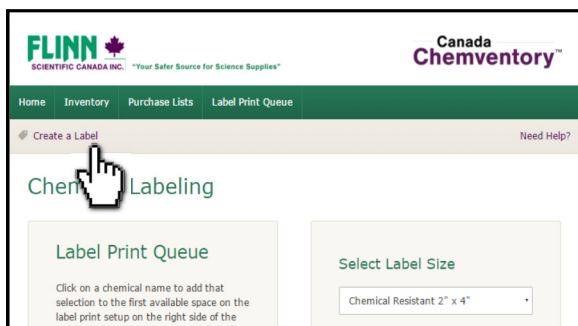
*Printing Labels,
continued on next page*

Printing Labels, continued

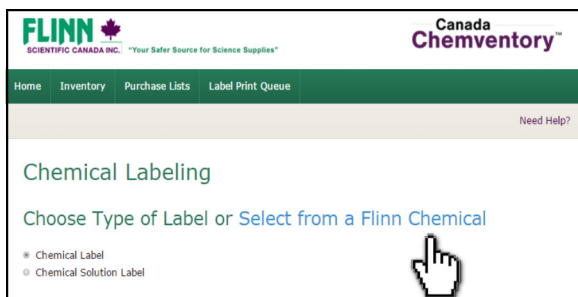


3) Follow the steps below to search for a Flinn chemical that you want to add to your Label Print Queue:

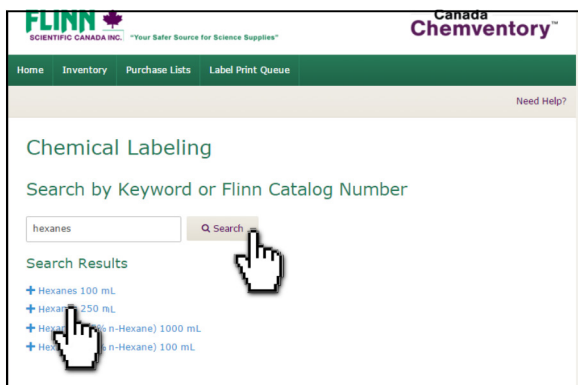
After you are logged in click the “Label Print Queue” button on the green navigation bar.



Once on the Chemical Labeling page click the “Create a Label” button on the grey navigation bar.



Click on the “Select a Flinn Chemical.”



Enter your chemical name or Flinn catalogue number and click search. Your results will display below. Click the name of the chemical you would like to add to your Label Print Queue.

*Printing Labels,
continued on next page*

Printing Labels, continued

Choose to print a chemical label or a chemical solution label:

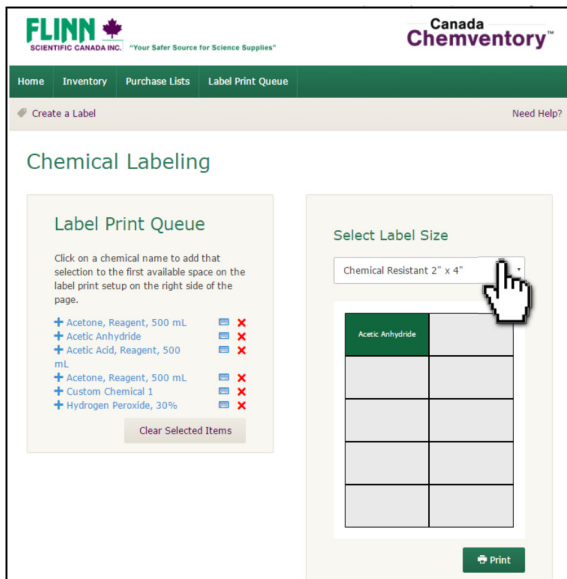
- 1) A “chemical label” is used for any chemical or solution that was purchased from Flinn or another supplier.
- 2) If you added a chemical from your inventory list or the Flinn chemical search the chemical information will be pre-loaded.
- 3) When creating a label manually, you will have the freedom to fill in all the fields that you feel necessary. If you need GHS information for a manually created label, you can find it on the SDS for that chemical. Search all Flinn SDS at <http://flinnsci.ca/pages/sds-search>
- 4) Click “Add to List” to send to your print queue.

When creating a chemical solution to use in your laboratory, you have the option to print a “chemical solution label.” When creating a chemical solution label you will have the freedom to fill in all the fields that you feel necessary. If you need GHS information for a chemical solution label, you can find it on the Safety Data Sheet for that chemical. Search all Flinn SDS at <http://flinnsci.ca/pages/sds-search>

Note: GHS pictograms, Signal Words, and Hazard Information will only be pre-populated for chemicals that were added via the Flinn chemical search, or for those chemicals added from your inventory that have Flinn catalogue numbers listed.

Printing Labels,
continued on next page

Printing Labels, continued

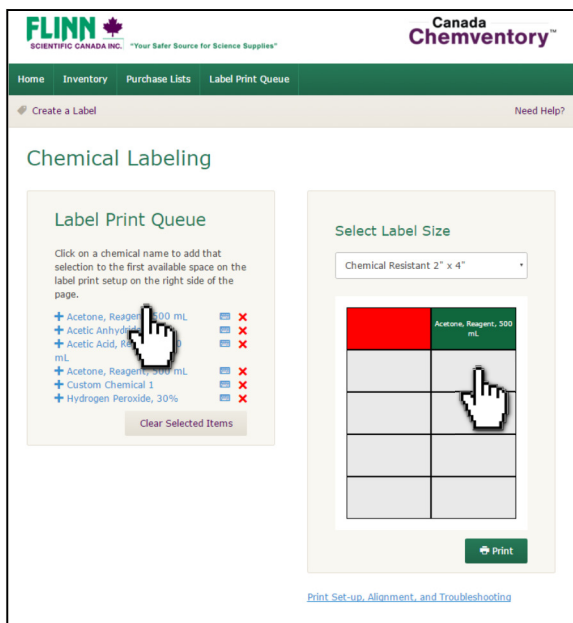


We offer three formatting sizes for chemical labels:

- **Avery Label 5163 2" x 4"** (Flinn Catalogue #AP4694)
- **Avery Label 5360 1-1/2" x 2-13/16"** (Flinn Catalogue #AP6330)
- **Chemical Resistant 2" x 4"** (Flinn Catalogue #AP7920)

You may select which size label you would like to print from the dropdown box.

- Avery labels for these sizes are available from Flinn <http://flinnsci.ca/products/ap4694-laser-labels-2-x-4-1000-labels-pkg?variant=1212232164>, or from most office supply stores.
- Any label that you created in the previous step and “Added to List” will show up in your Label Print Queue.

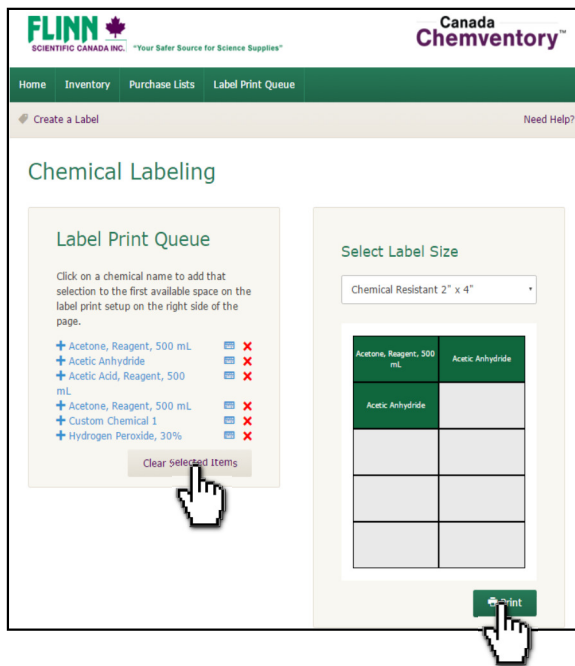


To add a chemical from your queue to the print page set-up, simply click the name of the chemical and that title will appear in the first available label spot on the page. You can select the chemical title multiple times if you would like to print multiple labels.

To move a chemical to a different spot on the label sheet, click on the green box for that chemical in the print page set-up. That listing will be moved to the next available spot leaving a red square as a blank space. You can continue to click the green box until it is formatted into the label spot where you would like it to print.

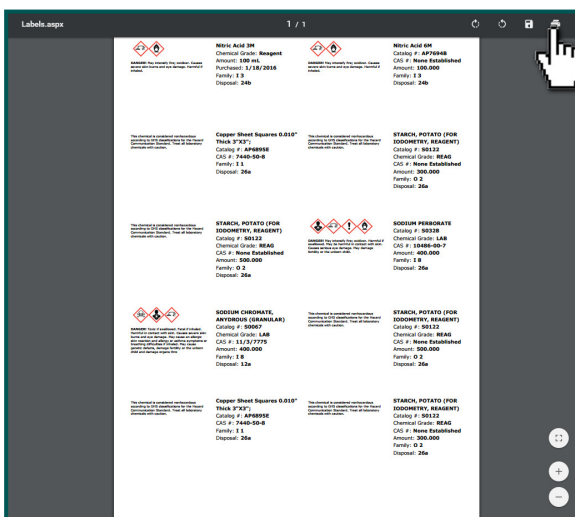
**Printing Labels,
continued on next page**

Printing Labels, continued



If you need to remove items from your print page set-up, click on the “Clear Selected items” button under your chemical list in the Label Print Queue. The print page set-up will then be cleared.

- To edit chemicals in your Label Print Queue, click on the keyboard image next to the red X.
- To remove an item from your Label Print Queue, click on the red X for that chemical listing.
- To Print your labels, click on the “Print” button underneath the print page set-up.



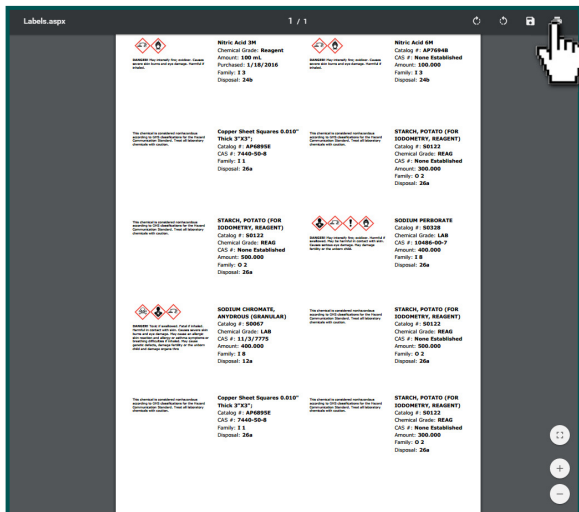
After selecting the print button on the previous page, a .aspx file will open up. This file will most likely be opened in your browsers Adobe PDF reader. Labels can then be printed using the print selection in the Adobe reader.

See the next two pages for information about aligning labels for Printing.

Note: If you do not have Adobe Acrobat reader installed on your device, you can download the latest version for free here

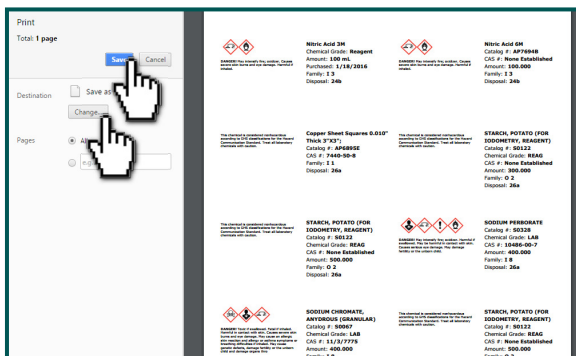
<https://get.adobe.com/reader/>

Aligning Chemical Labels for Printing



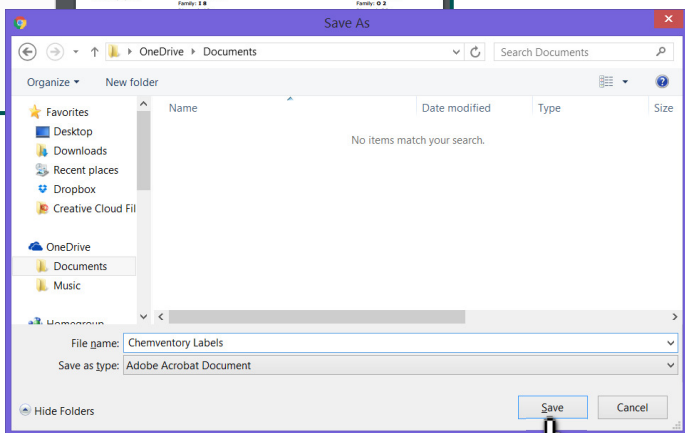
For labels that are not properly aligning follow the steps below to update PDF printer settings.

1) Select the Print Icon in your browsers Adobe PDF reader.

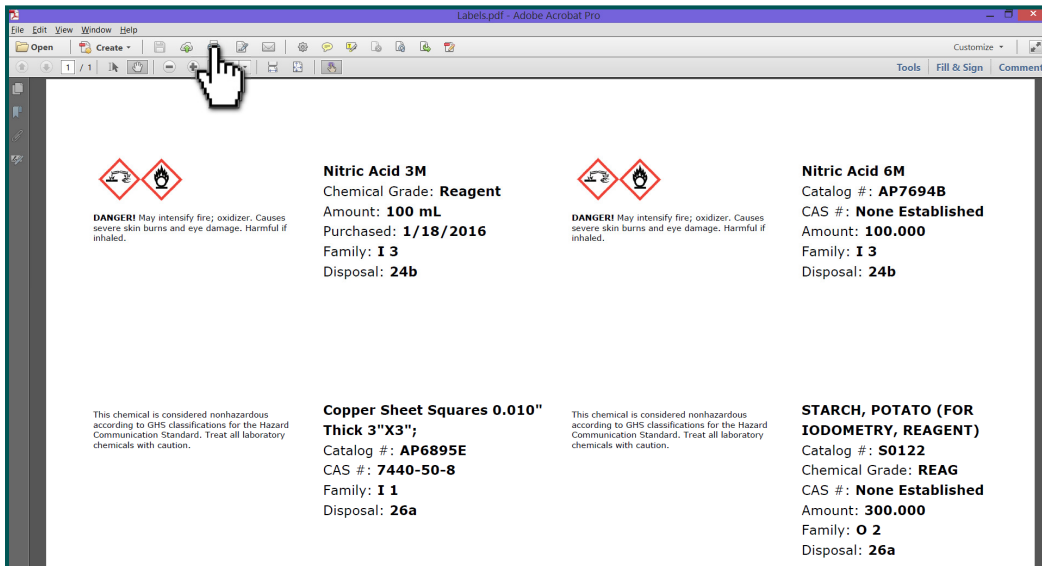


2) In your print selection window, select “Save as PDF”. Example to the left shows view from Google Chrome.

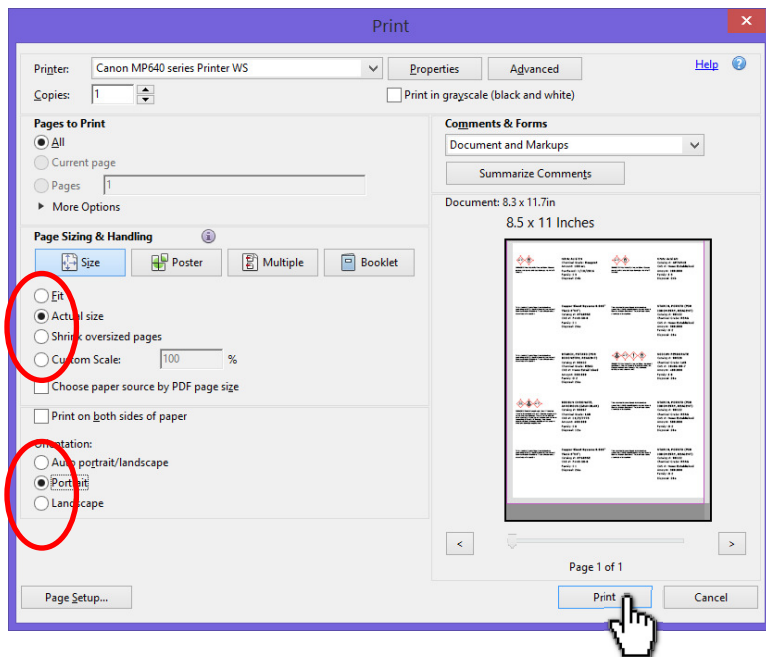
3) Save the PDF file to your desktop of another accessible folder on your device.



Aligning Chemical Labels for Printing



4) Open the PDF that was saved to your computer and select the print icon.



5) In the Page Size and Handling section, select "Actual Size".

6) In the orientation section, select "Portrait".

7) Print Labels

Note: Chemical information may run all the way to the edge of a label for certain chemicals. Make sure label sheets are properly lined up when feeding into your printer.

Purchase Lists

FLINN SCIENTIFIC CANADA INC. "Your Safer Source for Science Supplies" Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Edit Info Add to Label Print Queue Add to Purchase List Print Chemical Info

Acetaminophen

Chemventory Demo

Attention!
Your supply of this chemical has dropped below your minimum reorder amount.

Chemical Information As of Apr 4, 2016

Name: Acetaminophen	Unit of Measure: g
Formula: CH ₃ CONHC ₆ H ₄ OH	Minimum Reorder Amount: 500 g
Synonym: Paracetamol, 4-Acetamidophenol	GHS Signal Word: WARNING
Company: Flinn Scientific Canada, Inc.	Hazard Statement: Harmful if swallowed. May cause respiratory irritation. Causes serious eye irritation. Causes skin irritation.
Catalogue #: A30309	GHS Pictograms:
Grade: Lab	SDS Information: http://www.flinnsci.com/canada-sds/a/acetaminophen/
Disposal #:	Notes:
CAS #: 103-90-2	
Class:	
Compatible Family: 0 2	
Part of Kit:	

When you are running low on a chemical, you can add that chemical to a purchase list. Select the “Add to Purchase List” button on your chemical information page.

FLINN SCIENTIFIC CANADA INC. "Your Safer Source for Science Supplies" Canada Chemventory™

Home Inventory Purchase Lists Label Print Queue

Add to Purchase List

Acetaminophen 25 g

Select Quantity: 1

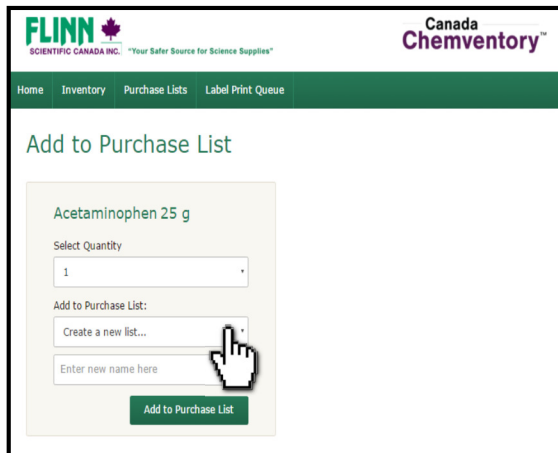
Add to Purchase List: Select a list...

Add to Purchase List

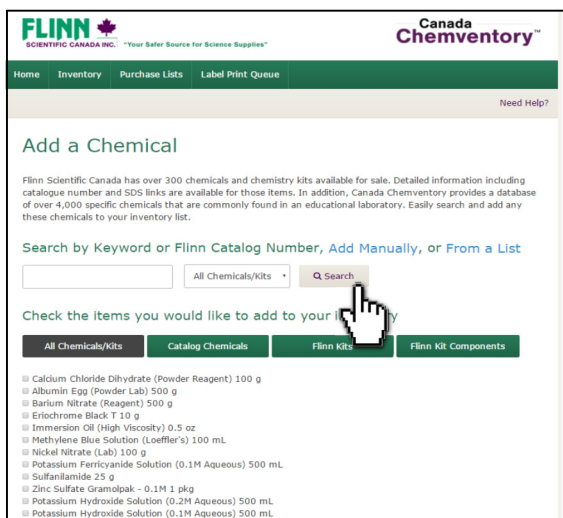
If you have a Flinn catalogue number listed with the chemical you selected, you will be able to select the quantity as well as which purchase list you would like to add to.

*Purchase Lists,
continued on next page*

Purchase Lists, continued



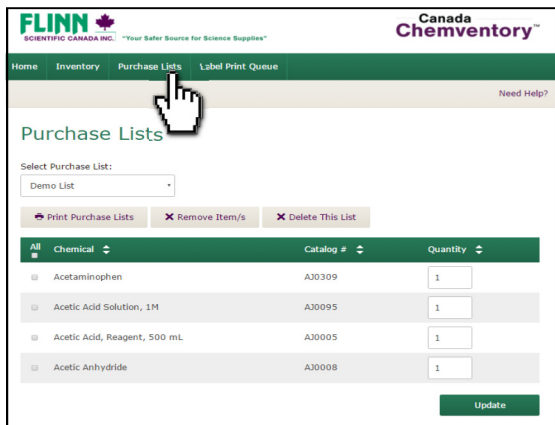
If you have not yet created a purchase list, or if you would like to create a new purchase list, select “Create a new list” in the drop-down box. Enter a name for that list and click “Add to Purchase List.”



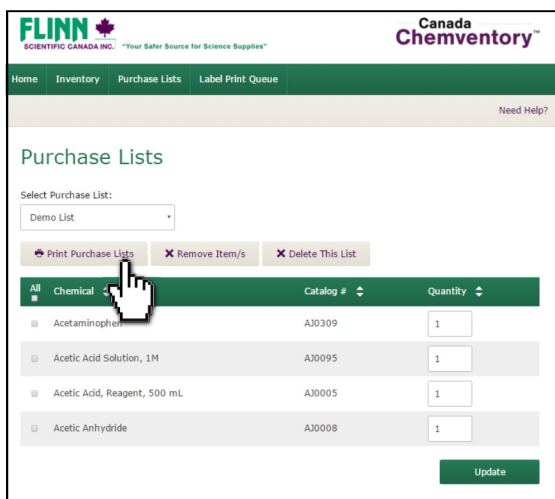
If you do not have a Flinn catalogue number listed with a chemical in your inventory, you can use our Flinn chemical search to find a comparable chemical. Either scroll through the alphabetical list or use the keyword search. When you find a chemical that you want to add, click the chemical name and go through the step noted at the top of this page.

***Purchase Lists,
continued on next page***

Purchase Lists, continued



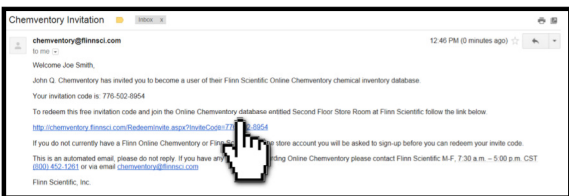
Your purchase list/s can be viewed by clicking the “Purchase Lists” button in the green navigation bar. You will be able to remove items from the purchase list or delete the entire list from this page.



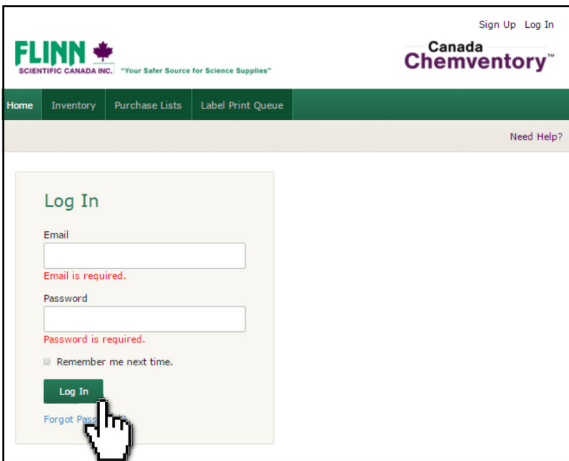
You can print your purchase list by clicking on the “Print Purchase List” button. This will print to your local printer or to PDF.

*Purchase Lists,
continued on next page*

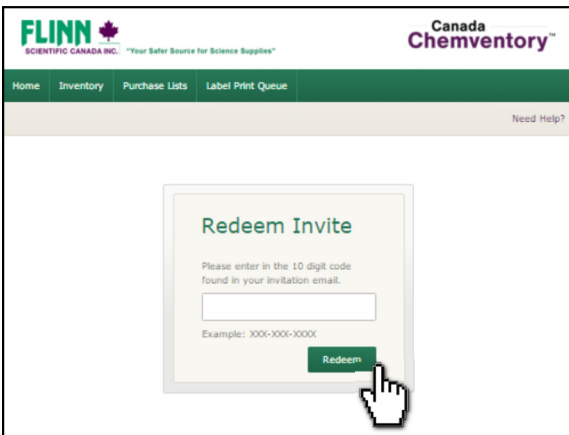
Redeem an Invite Code



When you are invited to join a Canada Chemventory™ database, you will receive an email from the person who set up the database.



There will be a link in the email that takes you to the log in page for Canada Chemventory™. If you do not already have an account, click the “Sign Up Here” link.



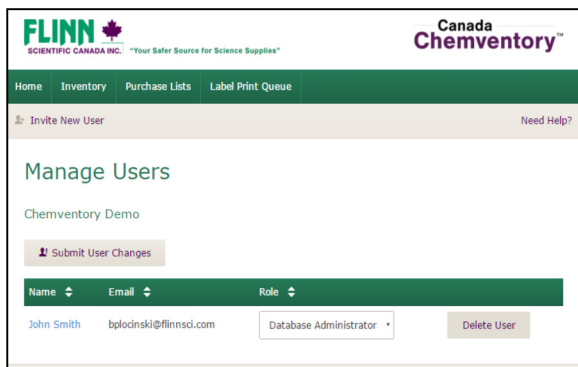
After you are logged in The “Redeem Invite” box will open up and your invite code will be pre-populated.

Note: You can always access the Redeem Invite page by clicking the “Redeem Invite” button in the grey navigation bar of the home page. Your invitation code will be listed in your invite email.

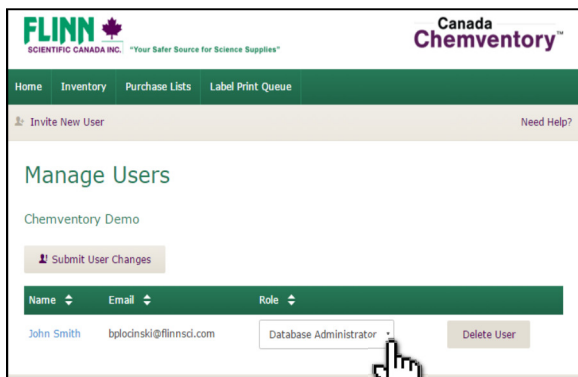


Once your invite has been redeemed, you can click on the name of the database to access the inventory.

Manage Users



A user who has activated a registration key is automatically given the role of database administrator. A database administrator will have access to manage users within Canada Chemventory™, where they can change the role of current users or invite new users.



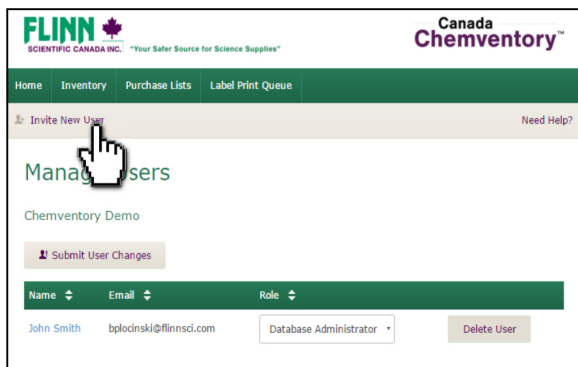
There are three levels of access or “Roles” that a database administrator can assign to new users or current users:

Database Administrator—Add chemicals, delete chemicals, update inventory quantity, add chemicals to a purchase list, create and print GHS labels, invite new users, change the role of current users, and disable/enable users.

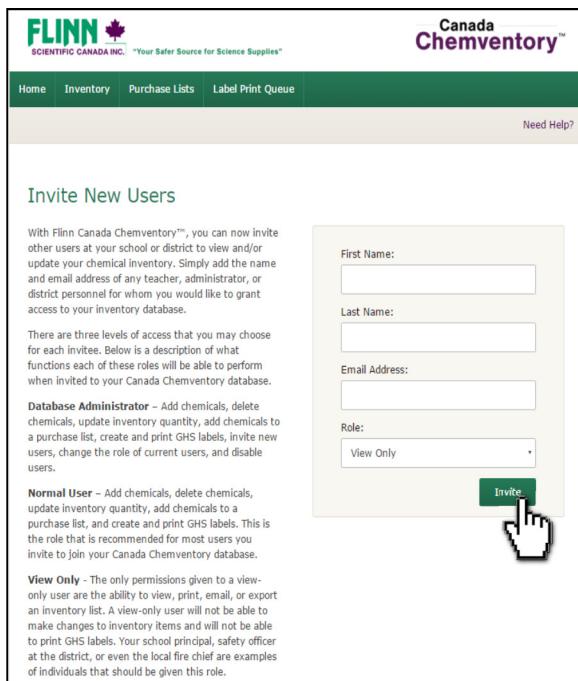
Normal User —Add chemicals, delete chemicals, update inventory quantity, add chemicals to a purchase list, and create and print GHS labels. This is the role that is recommended for most users you invite to join your Canada Chemventory™ database.

View Only—The only permissions given to a view-only user are the ability to view, print, email, or export an inventory list. A view-only user will not be able to make changes to inventory items and will not be able to print GHS labels. Your school principal, safety officer at the district, or even the local fire chief are examples of individuals that should be given this role.

Invite New Users



A database administrator within an Canada Chemventory™ database will also have the ability to invite new users to access their database. Click the “Invite New Users” button in the grey navigation bar.



Enter the invitee’s first name, last name, and email address.

There are three levels of access or “Roles” that a database administrator can assign to an invited users.

Database Administrator—Add chemicals, delete chemicals, update inventory quantity, add chemicals to a purchase list, create and print GHS labels, invite new users, change the role of current users, and disable users.

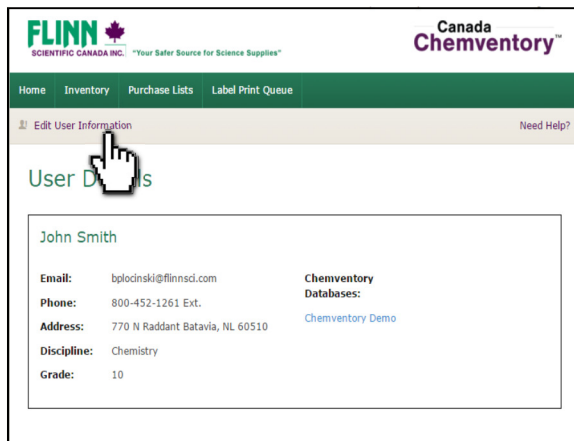
Normal User —Add chemicals, delete chemicals, update inventory quantity, add chemicals to a purchase list, and create and print GHS labels. This is the role that is recommended for most users you invite to join your Canada Chemventory™ database.

View Only—The only permissions given to a view-only user are the ability to view, print, email, or export an inventory list. A view-only user will not be able to make changes to inventory items and will not be able to print GHS labels. Your school principal, safety officer at the district, or even the local fire chief are examples of individuals that should be given this role.

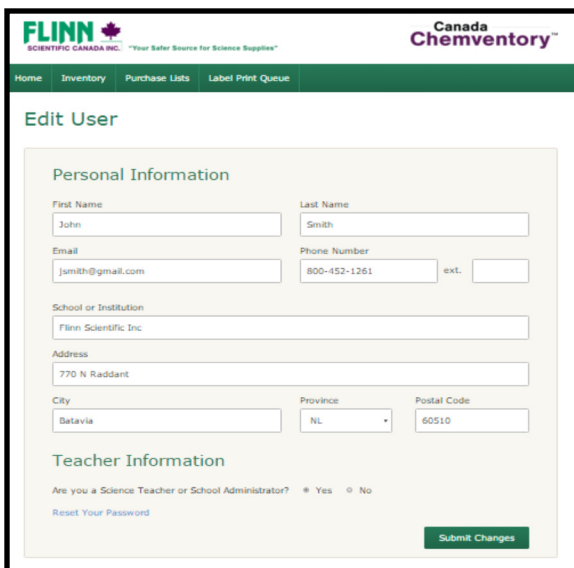
View and Edit User Information



To view and update your user information, click on your email address listed on the top of the page after you have logged in.

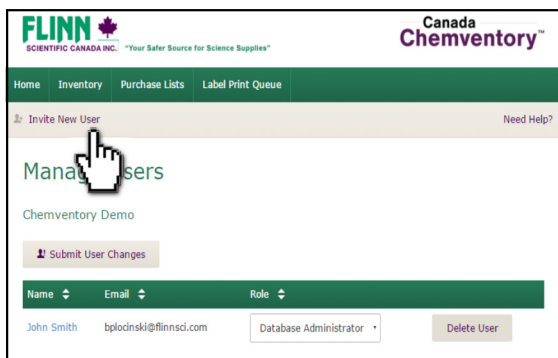
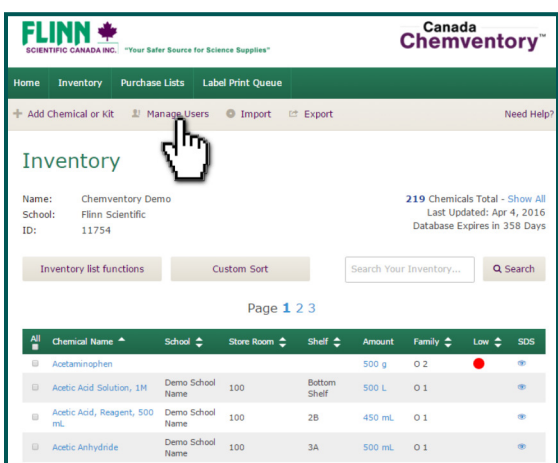
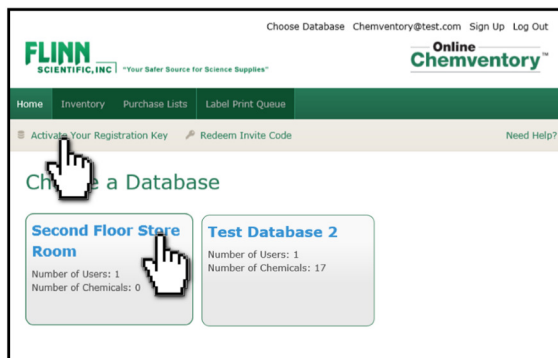


You can view your user information on the User Details page as well as switch the database that you are working in (if you are a member of more than one). To update anything on this page, click “Edit User Information.”



On the Edit User page, you can update any of your user information including email address/Log In ID and password.

Linking Multiple Databases



When your district has multiple schools with separate Canada Chemventory™ databases, you can link access to all of these in one or more accounts. The two methods of linking databases are listed below:

- 1) A representative at the district level may purchase a separate Canada Chemventory™ registration key for each school that will use the program in their district. Flinn will email an individual registration key for each of these schools. It does not matter which registration key is used for which school. The district representative can create an account and begin activating databases for each school with the registration keys that were sent. Once the databases are all created The “Invite New Users” function can be used to invite teachers from each specific school to join a database. The person who setup the databases, will have access to each database. To switch between databases, click the database name at the top of the page, which will take you to the Choose a Database page.
- 2) If individual schools within a district purchase their own registration keys for Canada Chemventory™, they will have the opportunity to invite users from both inside and outside the school via the “Invite New Users” function. A user may be invited to an unlimited amount of Canada Chemventory™ databases. For example, if a district has four high schools, each school can invite the district safety officer to join their Canada Chemventory™ database. The district safety officer would then have access to all four Canada Chemventory™ databases.

Need Help? Page



When you have a question while using Flinn Canada Chemventory™ you can usually find the answer by clicking the “Need Help?” button on the grey navigation bar. You will be brought directly to the help section for the functions on the page you are viewing.

If the help section does not answer your questions, Flinn is always available to help.

Please contact Canada Chemventory™ support:

(844) 200-1455 M-F 8:30 a.m.–6:00 p.m. ET

flinn@flinnsci.ca

