Chemwatch How To....
Use the Manifest Function of Chemwatch

Dr Ian Lane
Radiation and Chemical Manager
Faculty of Science

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The UQ Chemical Inventory Collection - Chemwatch Manifest Module

- Only certain people will be able to access the UQ Inventories within Chemwatch using the Chemwatch Manifest Function.

- If you require access to inventories to either view or edit your area room inventories, please request access via you SAFETY MANAGER or WHSC. You will need to provide your UQ username, a unique password (not UQ password) and email address.

- You will be issued a personalised link to Chemwatch which must be used to view the UQ inventories. The normal version of Chemwatch will not be able to access UQ inventories.
How to Login with Username and Password

Bookmark: https://jr.chemwatch.net/chemwatch.web/account/login

- Leave the account as qlduni
- Enter your UQ username
- Email your Safety Manager your selected password – do not make this your UQ password

Do not use Internet Explorer!
Outline:

Part A: Adding an Item to a UQ Inventory

Part B: Adding the Amount of Item held within an Inventory

Part C: Removing an Item from a UQ Inventory

Part D: ‘Transient Chemical’ Inventory Management
Part A: Adding an Item to a UQ Inventory

- Simple to do, but relies on an understanding of Chemwatch nuances
- A simplified (drag and drop) method will be explained after initial methods of chemical/substance searches are understood
Chemwatch GUI – Windows 7 OS / Mozilla Firefox Browser used for this Presentation

- Searches performed here
- MSDS type, labels, emergency info accessed here
- Inventories accessed here
Search for the Chemical / Substance You Wish to Add to Your Inventory

Type chemical / substance here. Don’t hit ‘Enter’ after you’ve typed! Chemwatch will generate a list.

Left click most suitable from selection here
Selecting Chemical / Substance

Please Note: If, when you left click the chemical name, the MSDS pops up, hit the ‘BACK’ button that appears…
Selecting Chemical / Substance

With the mouse located over the chemical / substance name, right click the mouse and this pop-up menu will appear. Select ‘COPY’
Open the **Manifest Tree** in a stepwise fashion to be able to see the **Room Inventory** where you wish to add the chemical / substance.

1. Left click arrow next to **Manifest**.
2. Left click arrow next to Location 01 (St Lucia).
3. Left click arrow next to (Building) 0068
4. **Locations**
   - **Rooms**
   - **Buildings**
What if my Room Folder is Missing from the Manifest, or I want a Room Subfolder?

TO ADD A ROOM FOLDER…

Hold the cursor over the building folder and right click…….

This dialogue box will appear

Select ‘create’ from the dialogue box and name the folder the room number in the resulting dialogue box, then click ‘save’.

Note: The same procedure can be used to make a subfolders under room folders for defining storage areas like freezers, or flammable cabinets within rooms.
This is what a **Room Inventory** looks like...

Click here to show more items in a room Inventory per page

Number of items in a room inventory are shown here
Pasting Selected Chemical / Substance into an Inventory

Move mouse over the inventory folder you wish to insert the chemical / substance into.

This example uses the inventory: Manifest/Test area/110 Loading Dock

Right Click - This pop-up menu will appear. Select ‘PASTE’
If More Than One Vendor Manufactures the Chemical…

If this pop-up appears, select ‘Yes’ to select the specific vendor’s chemical which you have and wish to place into your inventory.
A simplified procedure can be used to achieve the same end......

Once a chemical / substance has been selected such that the pop-up menu allowing the ‘COPY’ function appears, the mouse can be moved over the chemical /substance name, the left mouse button depressed and held and the selected item can be dragged into your inventory folder.
Part B: Adding the Amount of Item Held within an Inventory

Left click on the edit icon of an item to bring up the ‘Edit manifest material’ menu.

Enter the Current Vol/Wt of item held. Maximum Vol/Wt must also be entered.
Do you have an item where only licensed amounts of that material can be stored? WH&S Managers or WHSC’s may also like to use the ‘Edit manifest material’ menu to set Licensed vol/wt for an item.
Removing a Chemical from an Inventory...

Example

1. Check tick box.

2. Right click on name.

3. Select ‘Remove’
Part D: ‘Transient Chemical’ Inventory Management

If you have staff or visitors bringing chemicals to your building/facility in a transient capacity, have them provide you a spreadsheet inventory of these chemicals:

• Add a subdirectory under the room where the chemicals are to be stored. Title this new directory the name of the visitor’s C.I., or give it a similar unique designator.

• Populate this subdirectory with the chemicals the visitor brings in.

• Upon the visitor’s departure and removal of the chemicals, remove the sub-directory.
Mission complete......

You should now be able to confidently navigate the Chemwatch Manifest module and populate your room inventories.