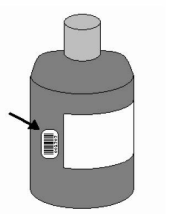
Introduction

- **This guide applies to users with write-access privileges in the Chimera inventory system**
- **Chimera is web-based and can be accessed from any internet-connected computer**

- **Barcode numbers may be typed in by hand or scanned with any scanner capable of reading 1D Code 128 barcodes**
- **Barcode labels are only available from the Chemistry Stockroom to ensure unique numbering**
- **Barcode labels should be uniformly and consistently applied to each chemical container, preferably vertically along the axis of the bottle, especially on small bottles, so the curve of the bottle doesn't interfere with the scanner.**
- **Barcode labels MUST NOT obstruct the bottle label or any other important information. Labels may be trimmed to fit as needed**



Important Definitions

- **Barcoded containers are those that are not high turnover and applies to most chemicals in the inventory**

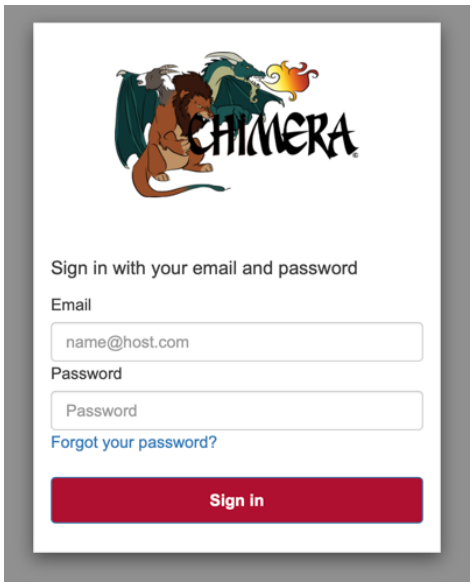
- **Static containers are those with higher turnover or can be easily counted by hand—they are everything else that is not a barcoded container and thus do not need a barcode label—solvent refill bottles are a good example of static containers**

Best Practices

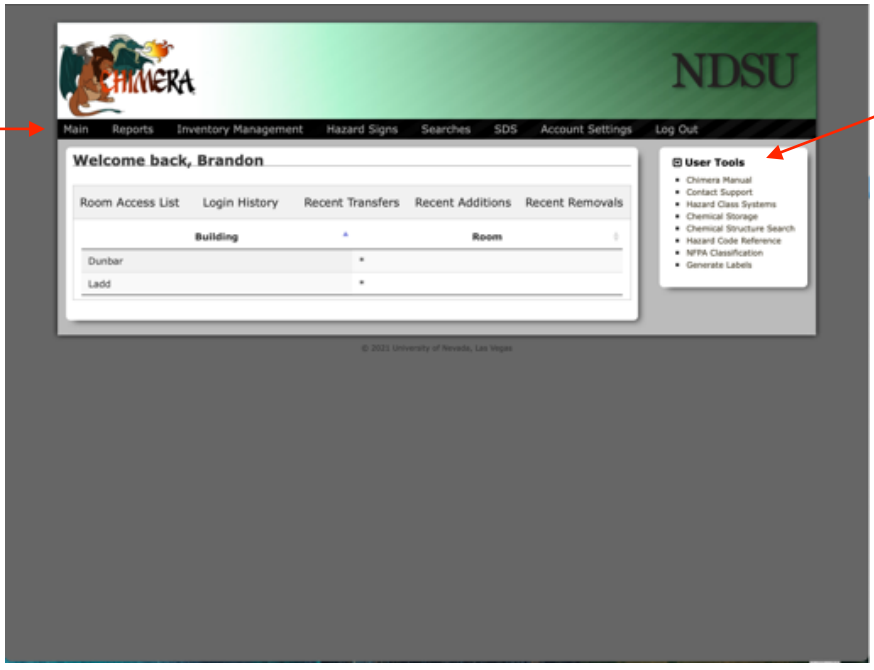
- **The inventory routine is best done in teams of two—one handling containers and the scanner, the other entering data into the computer.**
- **The initial inventory process will consist of converting existing static entries into barcoded containers**
  - **To minimize container handling, the user should move through the physical inventory and reconcile each container, by either converting to barcode (see Pages 4 and 5) or adding as a new entry (see Pages 6-8)**
  - **The remaining static containers should represent those not found in the physical inventory and can be removed from the inventory (see Page 9)**
- **Inventory reconciliation should occur at least semiannually to maintain currency and accuracy**

Login

- **Navigate to https://chimeracloud.org/chimera/**
- **Supply email address and password to log in**

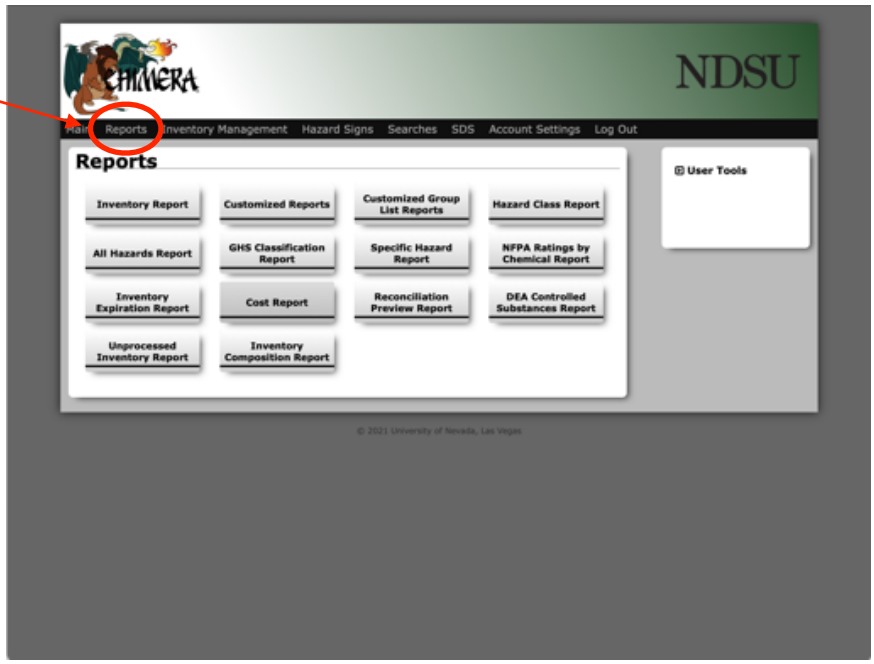


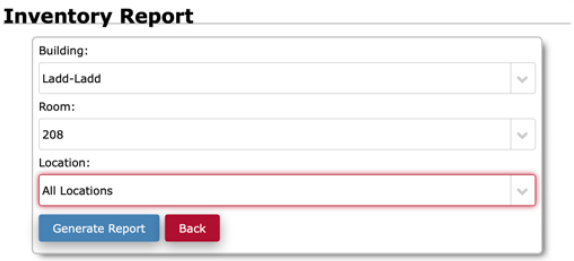
Main Navigation



Reports

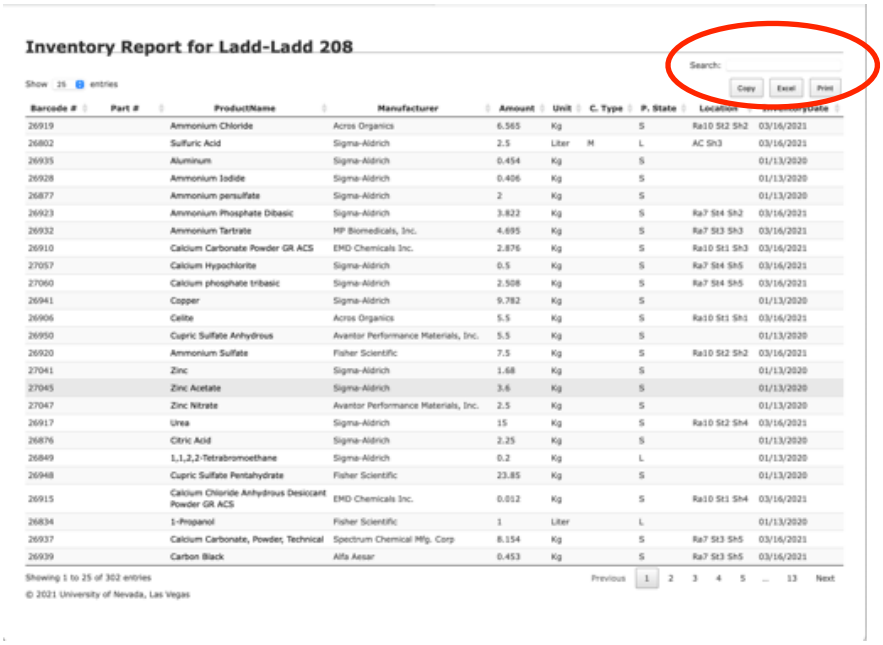
Click “Reports” and choose from the list to generate the desired inventory report





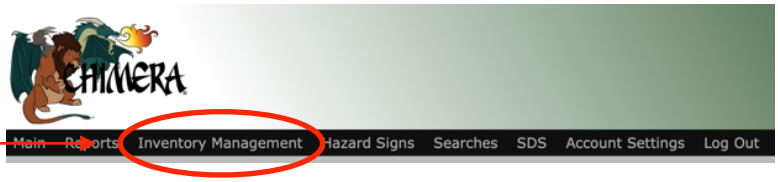
Choose Building, Room, and Location then click “Generate Report”

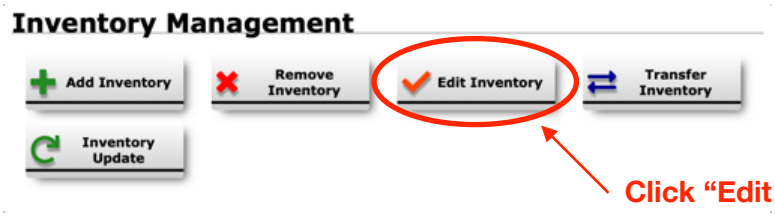
Generated report is searchable and can be downloaded in Excel or PDF depending on account privileges



Inventory Management—Editing Inventory

Select “Inventory Mangement”

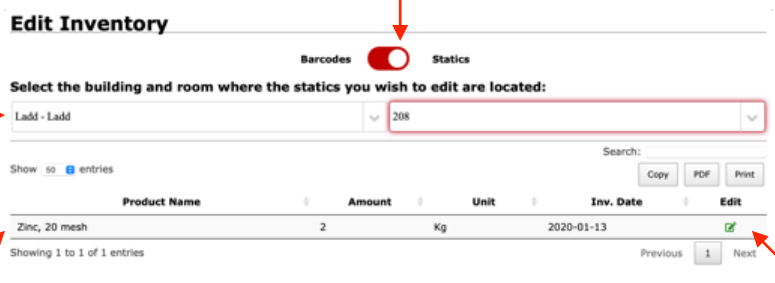




Click “Edit Inventory”

Convert Static to Barcode

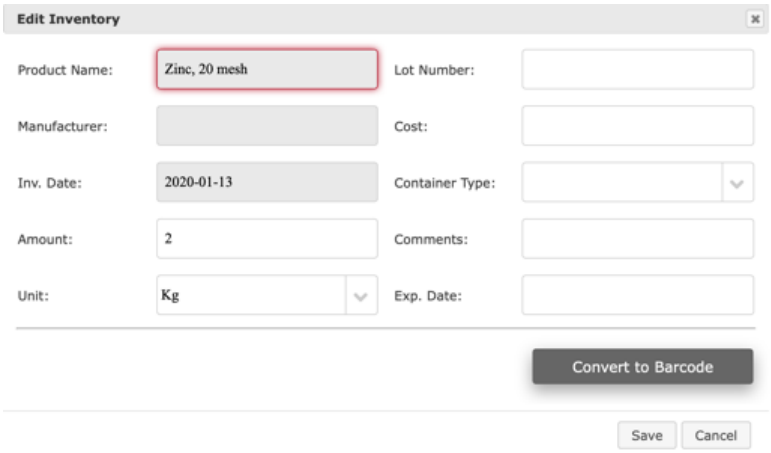
Click to toggle Static



Select Building and Room

Static Containers appear in the list

Click the green check to edit

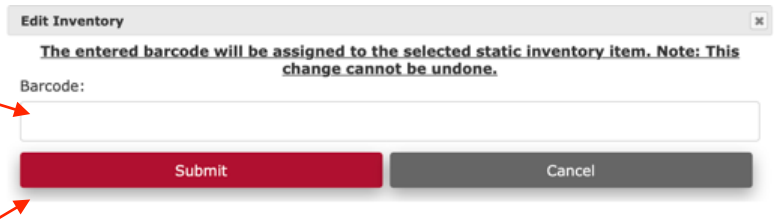


Note: Changes made to other fields are not saved when converting to barcode.

Save any changes before conversion or edit after converting

Click to convert container to barcode

Click in the field and scan or type in barcode number



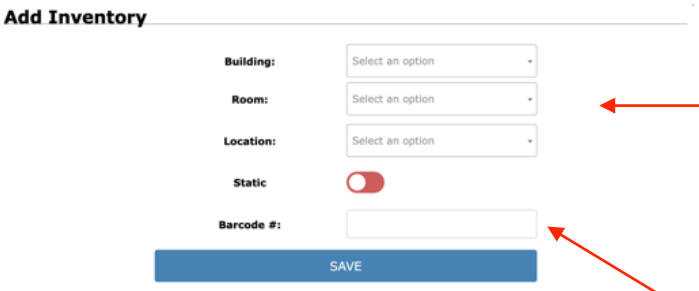
Click "Submit" to finish barcode conversion

Note: Barcode conversions cannot be changed once submitted. Verify the barcode number is correct before submitting

Inventory Management—Adding Inventory

Select “Inventory Mangement”

Click “Add Inventory”



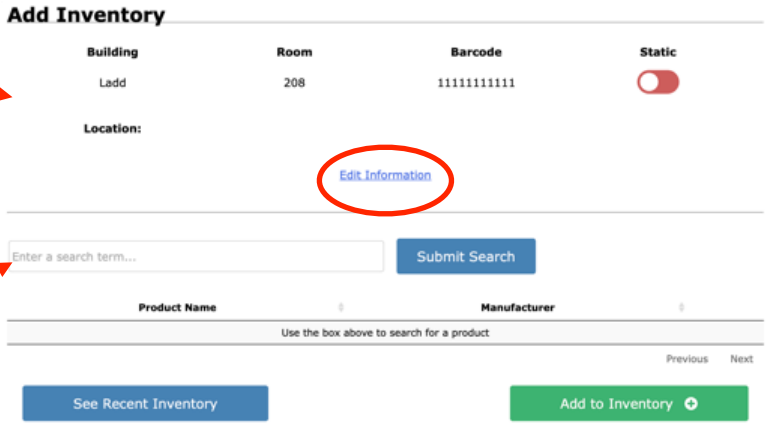
Select Building, Room, and Location (or type in a new location)

Click the field and scan or type an available barcode

Click “Save”

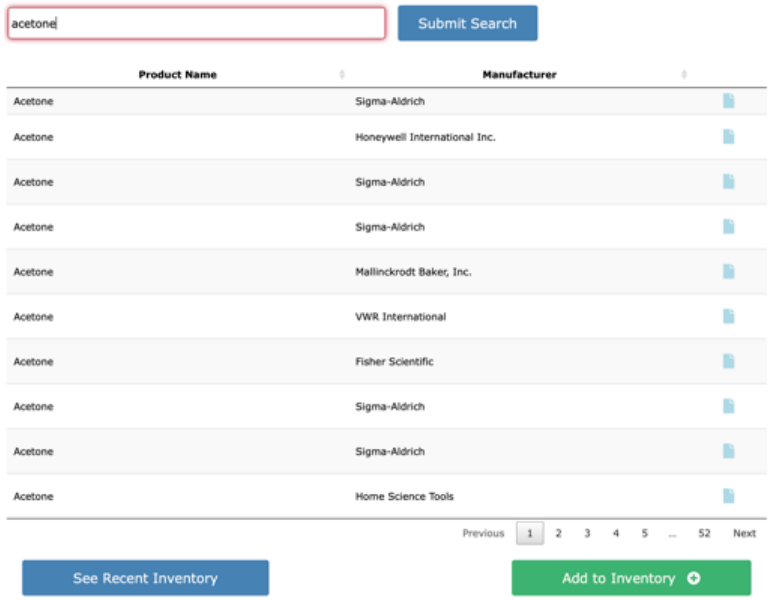
Double check this section—click “Edit Information” if needed

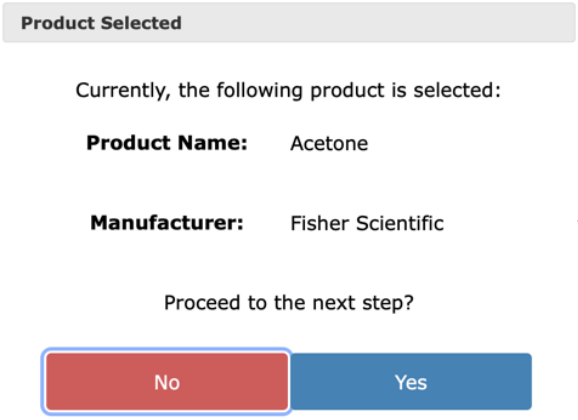
Enter name, part number, or CAS number then click “Submit Search”



Inventory Management—Adding Inventory

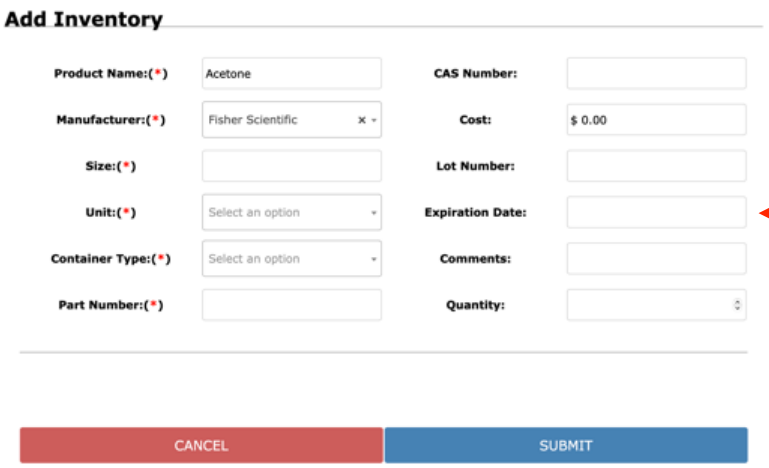
Select the entry that matches then click “Add to Inventory”





Double check the information and click “Yes” to proceed or “No” to go back

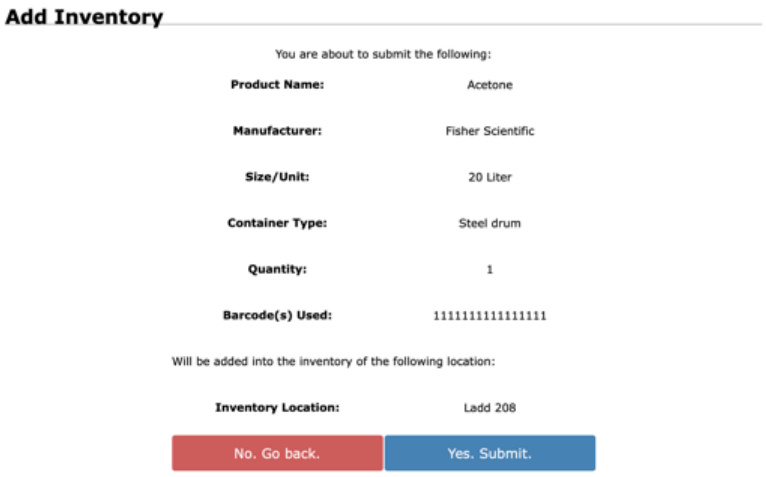
Fill in Required fields



Expiration Date is useful for reporting and NECESSARY for things like peroxide-formers

Note: if there are multiple identical bottles, changing the Quantity field will assign corresponding barcode labels without the need to individually add the bottles

CAUTION: WHEN USING THE QUANTITY FUNCTION, ENSURE THERE ARE ENOUGH BARCODES AVAILABLE SO CONTAINERS ARE NOT ASSIGNED TO THE WRONG NUMBERS



Click “Yes, Submit” if all the information is correct. The current barcode will advance to the next in the sequence

Inventory Management—Removing Inventory

Under "Inventory Management" click "Remove Inventory"

For Barcoded Containers

Barcode Mode

Click the Field and scan or type the barcode

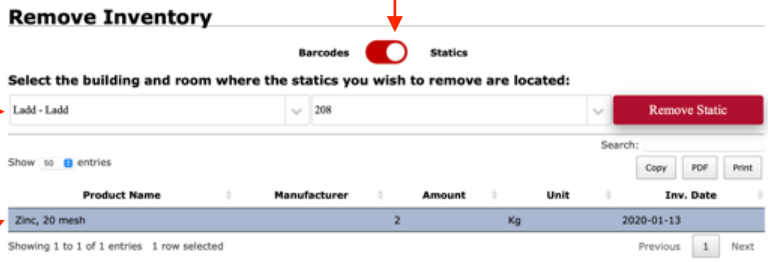
Removed Barcodes will appear here

Note: Barcodes are removed as you go so be sure the correct barcodes are scanned

For Static Containers

Static Mode

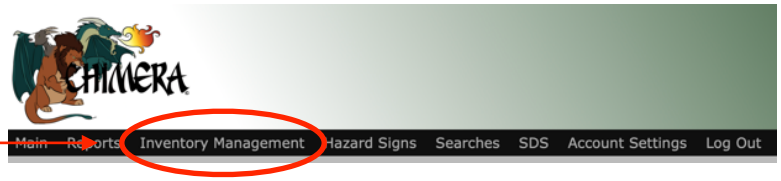
Select Building and Room



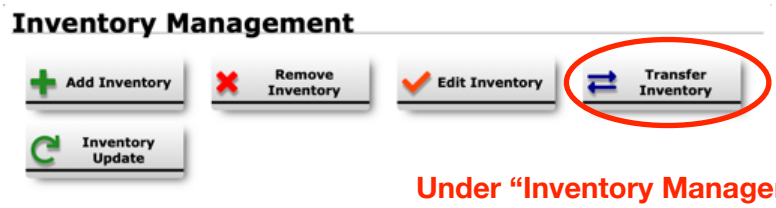
Select container and Click "Remove Static"

Note: Hold Shift while clicking to select multiple lines

Inventory Management—Transferring Inventory



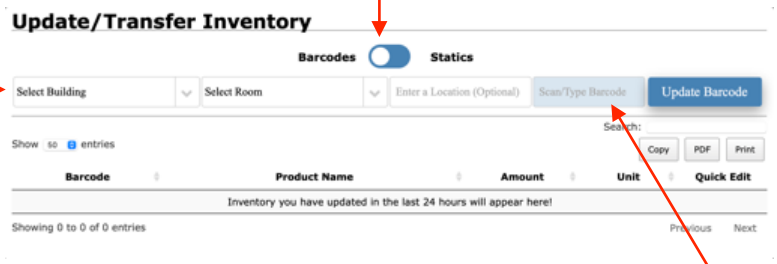
Select "Inventory Mangement"



Under "Inventory Management" click "Transfer Inventory"

For Barcoded Containers

Barcode Mode

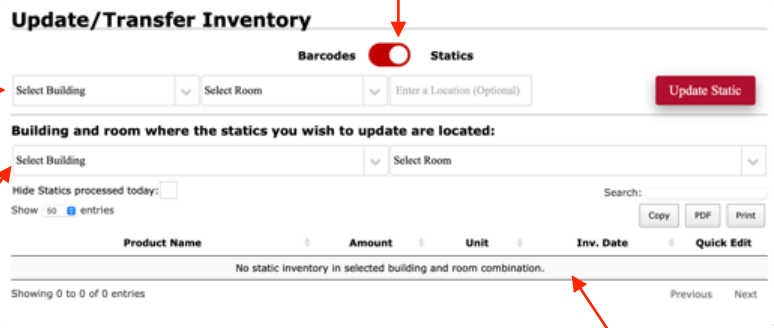


Select Building, Room, and type location where the container is going to

Click Field and scan or type barcode

For Static Containers

Static Mode



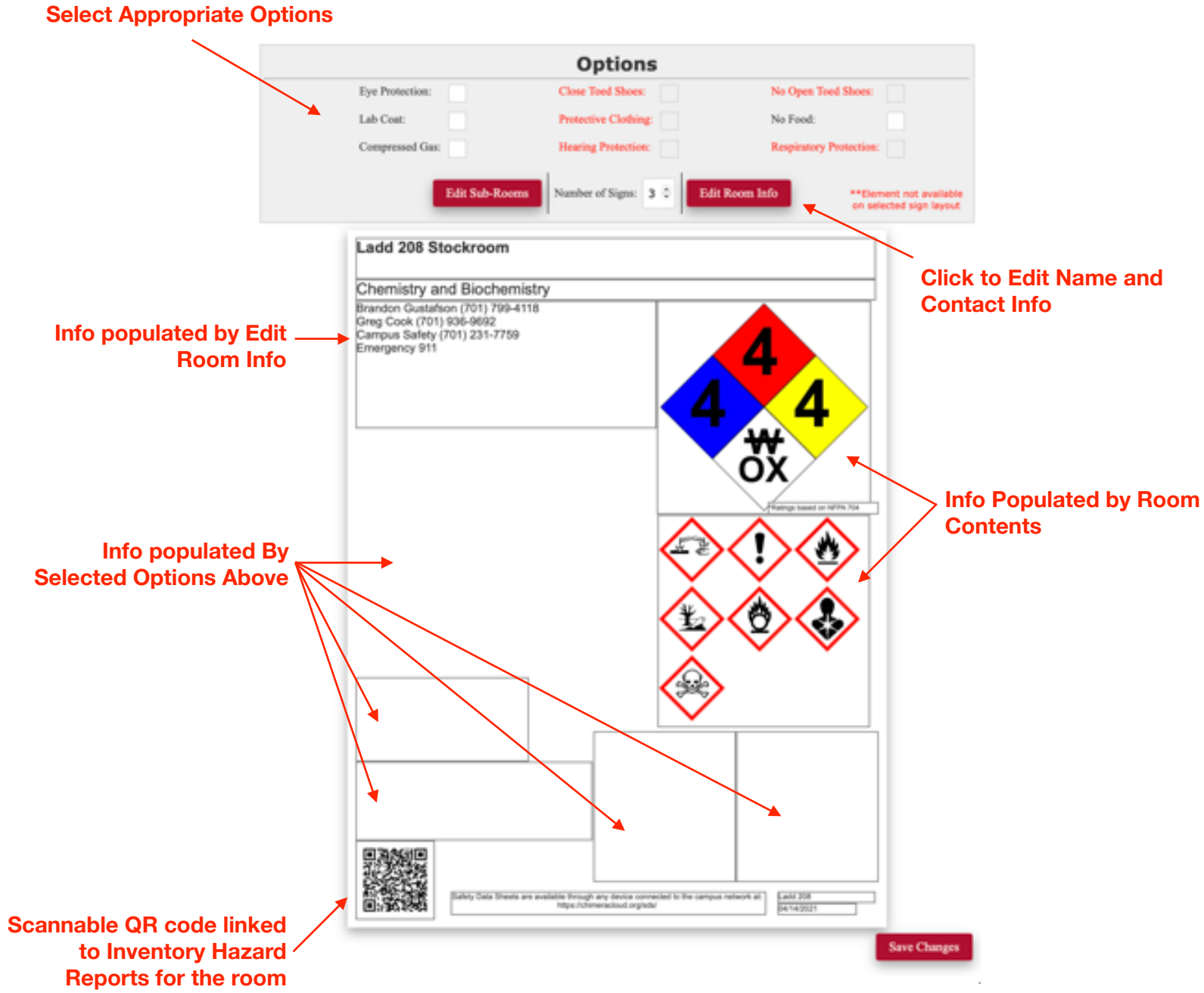
Select Building, Room, and type location where the container is going to

Select Building, Room, and type location where the container currently located

Select static container from the list to update

Creating Hazard Signs

Hazard Signs—Edit Room Info



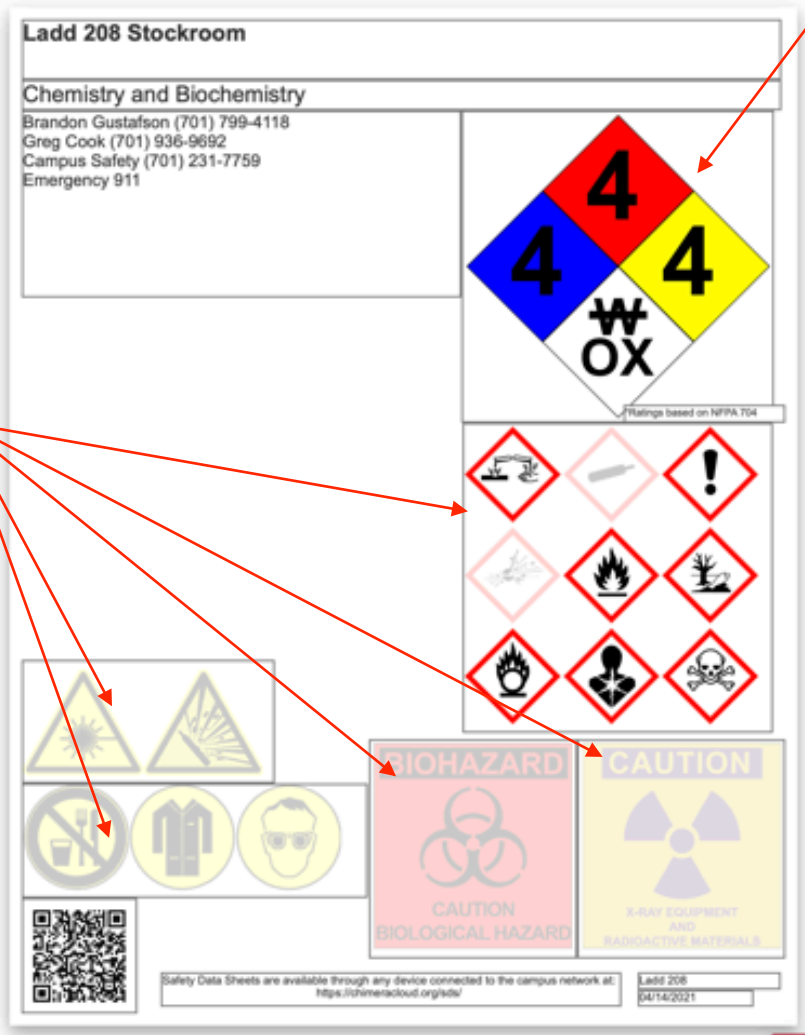
Note: When scanning QR code, device must be logged into Chimera

Hazard Signs—Generate Custom Signs

To Edit Contact Info, see Edit Room info on Page 12

Click for dropdown list to change values

Click Icons to show on report



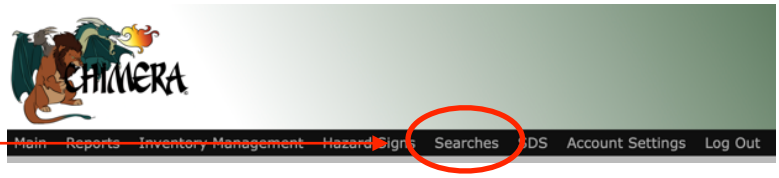
*Please Note: Changes made here are not saved and are only reflected on the downloaded sign.

Download PDF

Click to download/print

Searching the Inventory

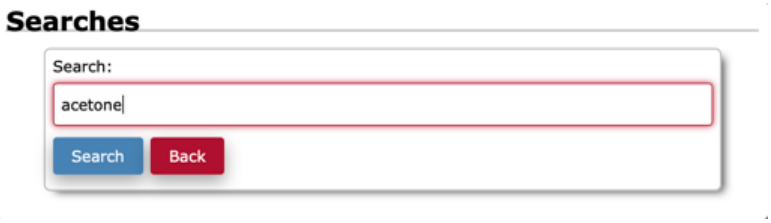
Select “Searches”



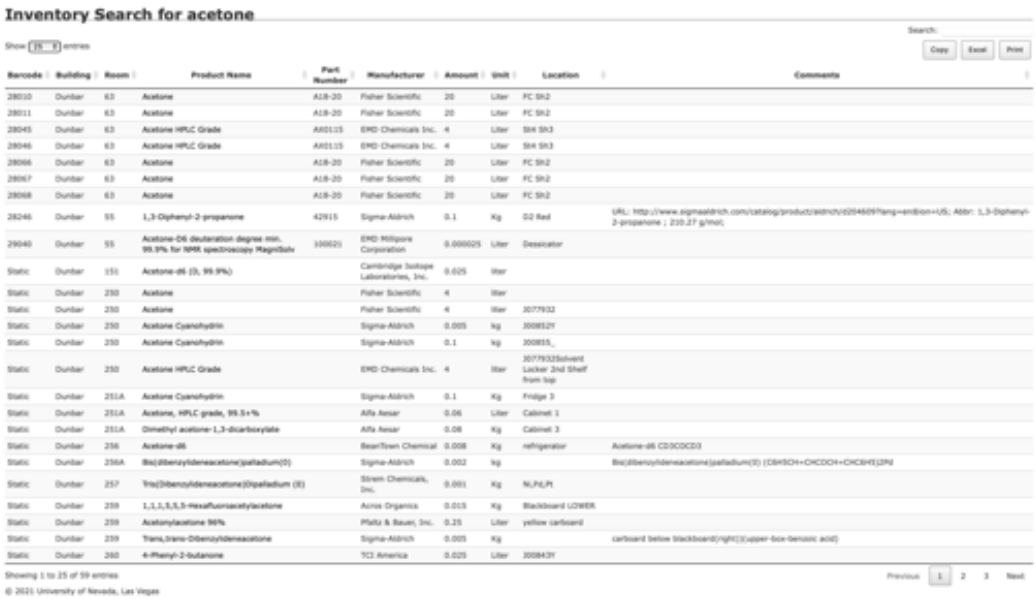
Choose Search Method:

Inventory Search

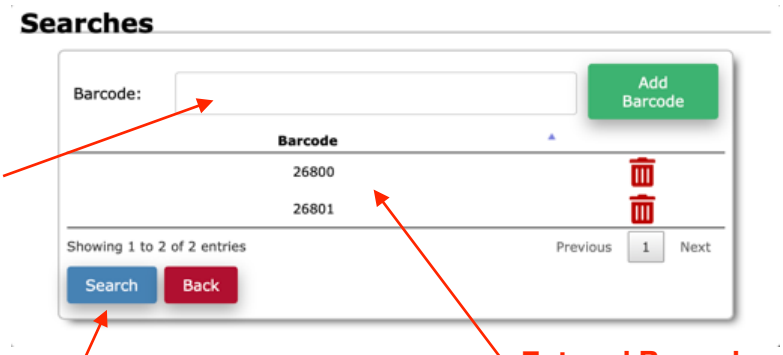
Type search term and click “Search”



Search results similar to Inventory Report and based on Room Access



Barcode Search



Scan or type barcode in Field and click “Add Barcode”

Entered Barcodes Appear in list

Click “Search” to display list of searched barcodes

Search results similar to Inventory Report and based on Room Access

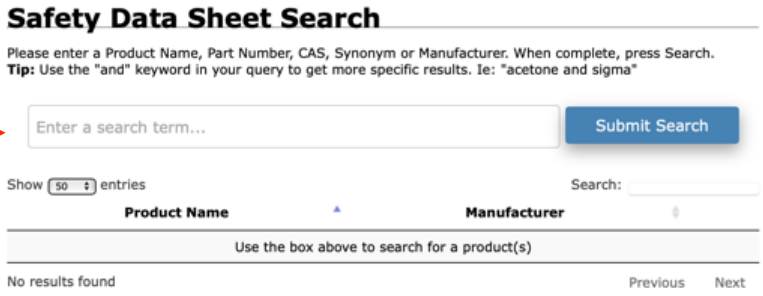
Cost by Barcode Search

Cost by Barcode search is similar to Barcode search and is useful if cost values are entered in the Edit Inventory section on Page 5

Search Safety Data Sheets

Select “SDS”

Enter search term and click “Submit Search”



Note: to refine results, modify search terms with catalog numbers, CAS number, manufacturer, etc.

Resultant list from search

Click the desired page icon to download SDS