

Instructions for Use of the Stockroom Inventory System

For CHEMISTRY Students and Staff:

- 1. Login: chemstock (no password is needed)**
- 2. Select: ISSUE ITEMS**
- 3. Lab Code: Enter your lab code that has been assigned to you (if you are not certain what your lab code is please see Kevin or Phil)**
- 4. Press TAB (tab is used as enter)**
- 5. Enter your LAST NAME, Use drop down box and select account #**
- 6. Click: ISSUE DETAIL**
- 7. Select Quantity of Item to be withdrawn (default is 1)**
- 8. Go scan the item**
- 9. When finished, click SAVE and EXIT or scan barcode on the lower left corner on the computer monitor.**
- 10. Select EXIT or PRINT RECEIPT AND EXIT**