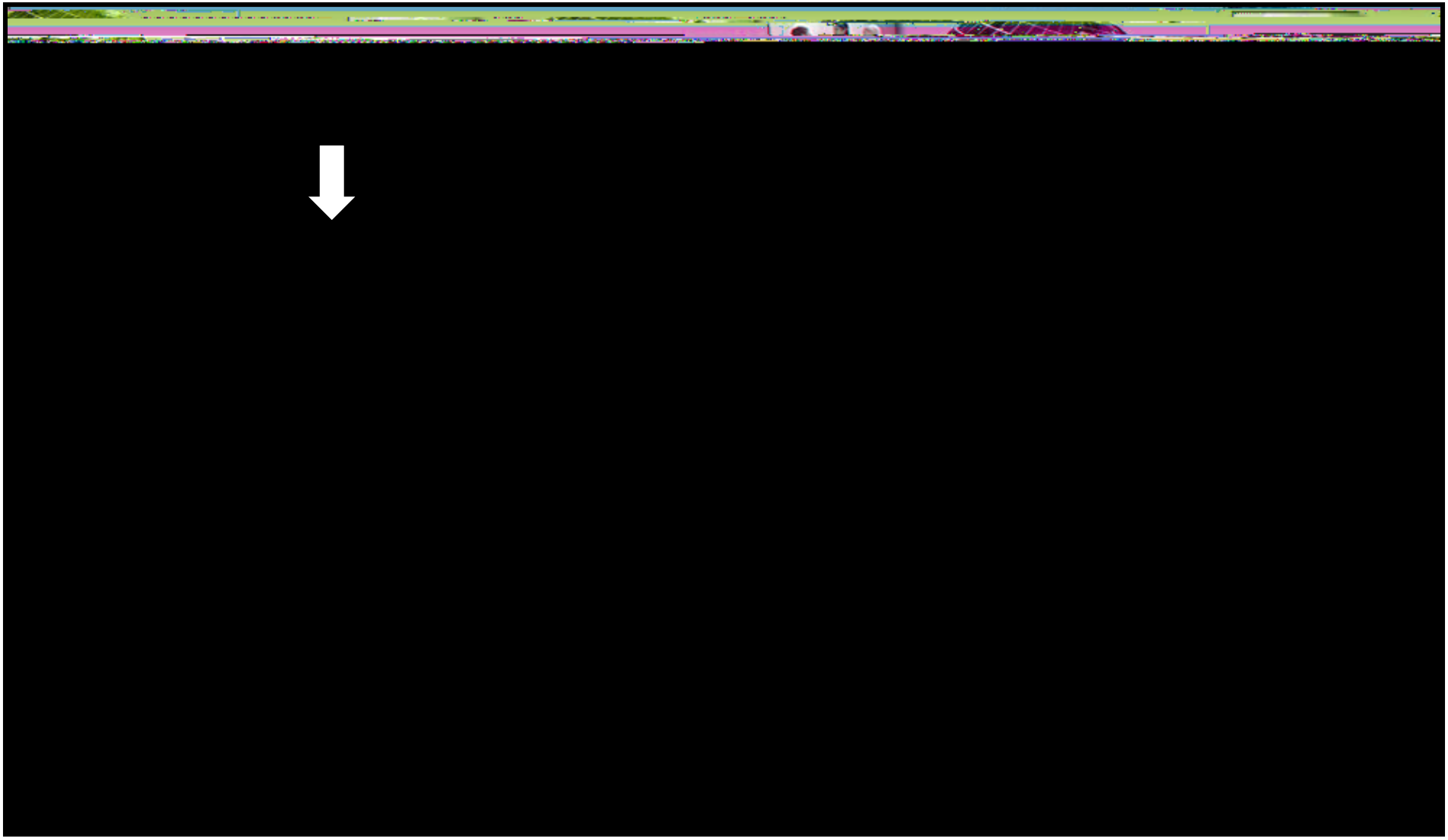
In order to search for chemicals, see profile information, and create inventory reports, select the ‘View/Update’ tab.

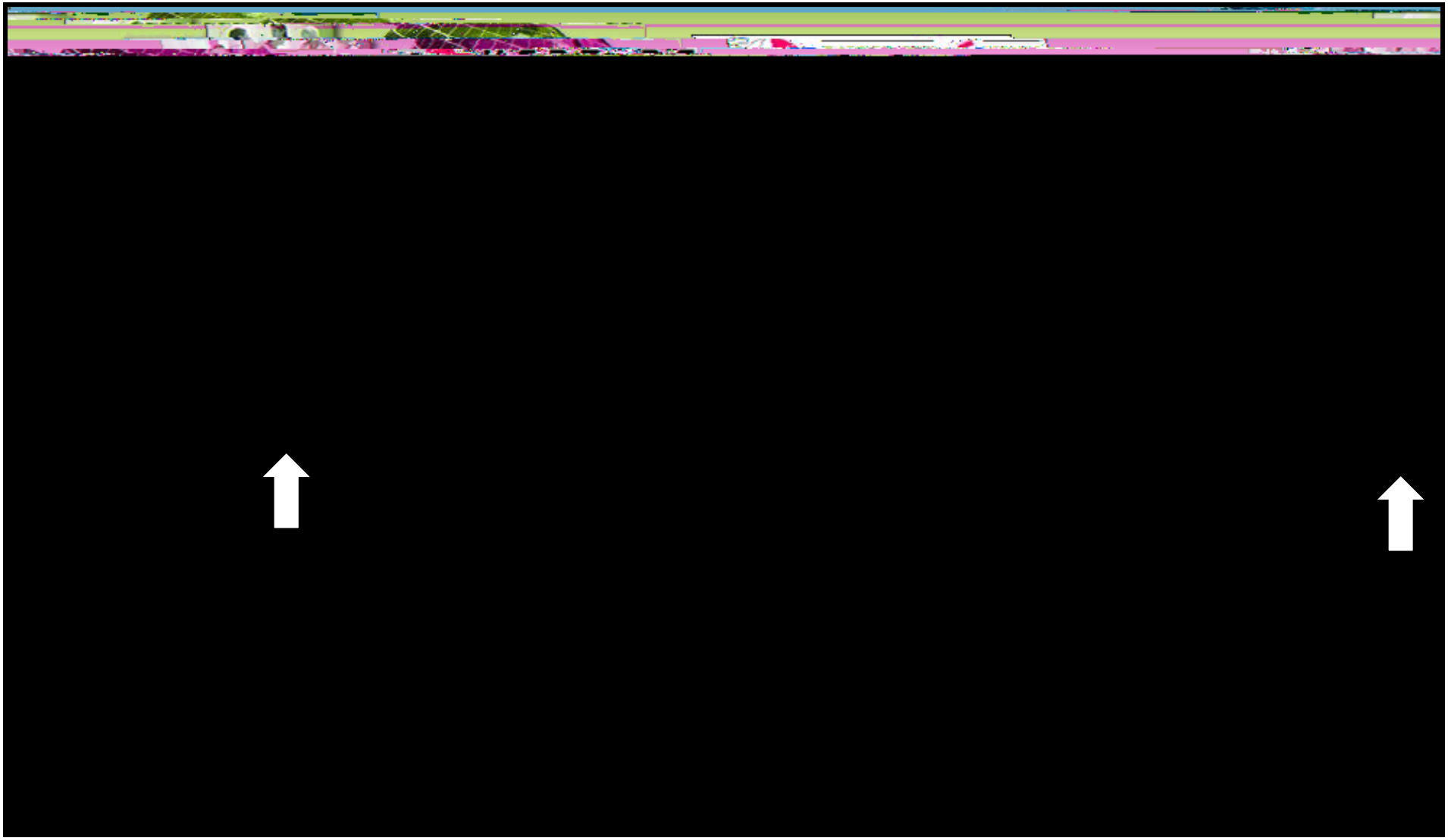
SEARCHING FOR A CHEMICAL

There are two methods of searching for a particular chemical. The first is using the ‘Search’ tool.



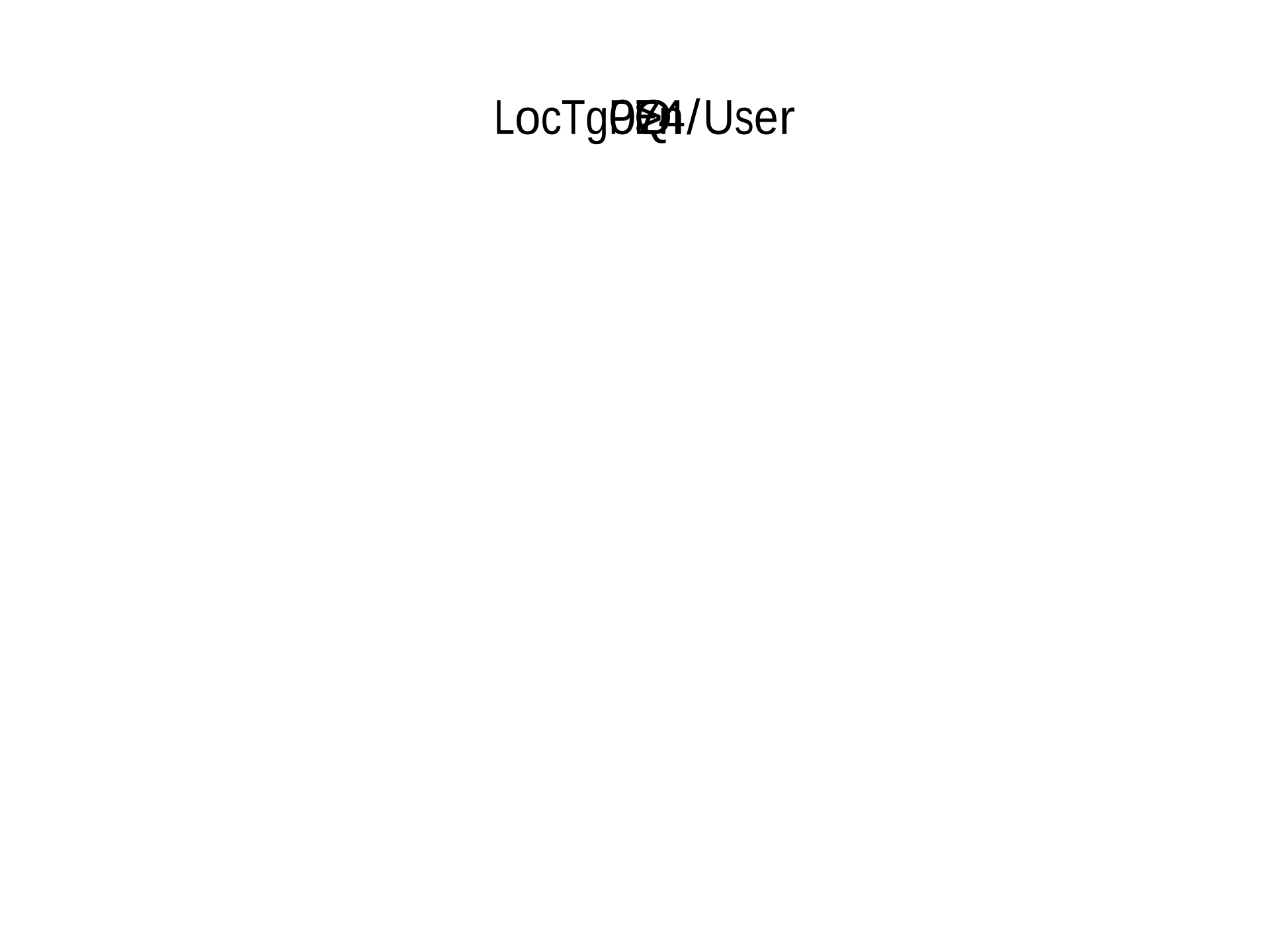
Using the ‘Query Tool’, add as many search conditions as

Click the ‘Search’ button once all conditions have been added. Click ‘Select’ to update or delete a particular field.



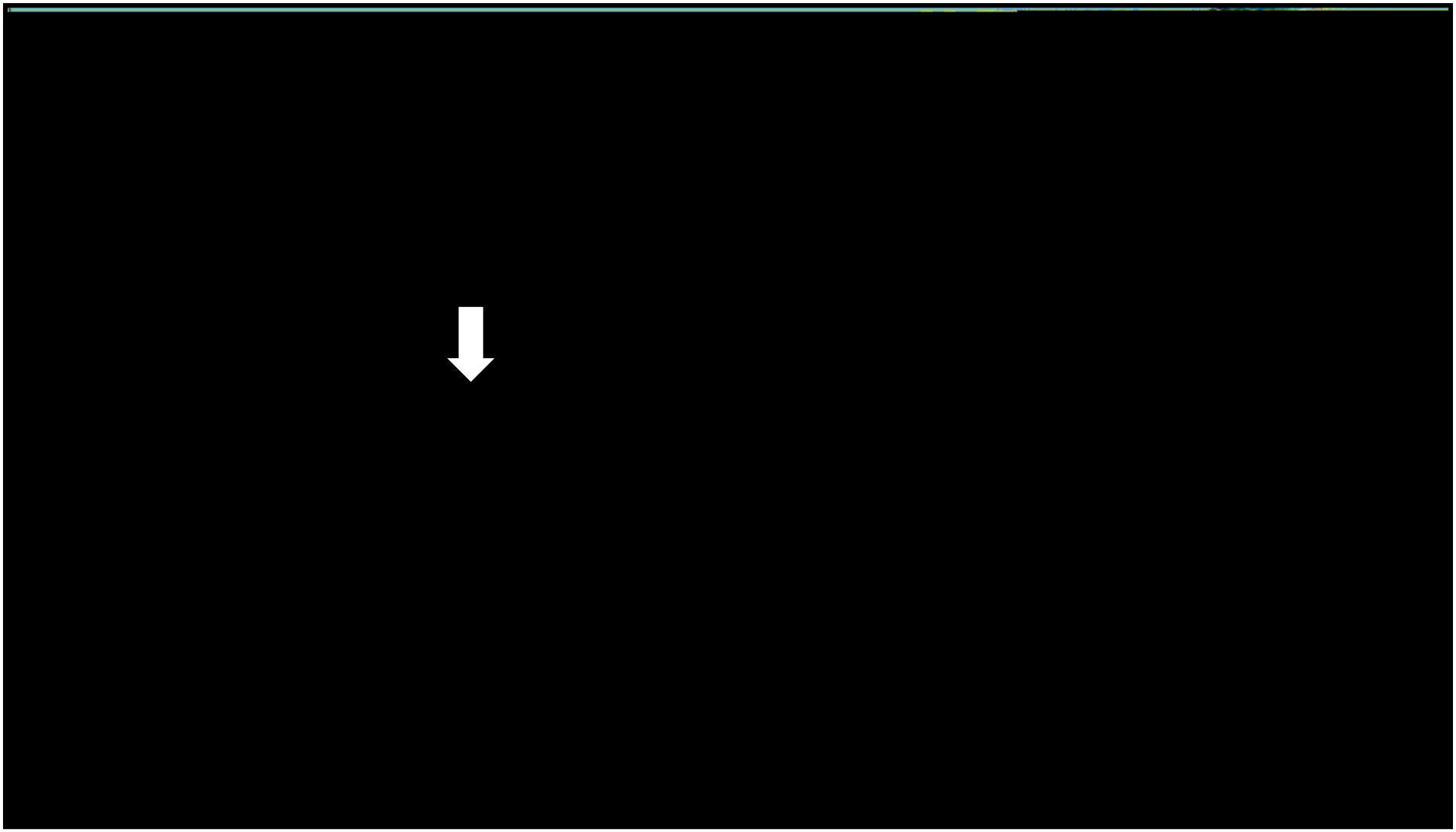
All search results matching the query will be returned.

VIEWING THE PROFILE INFORMATION FOR A CHEMICAL

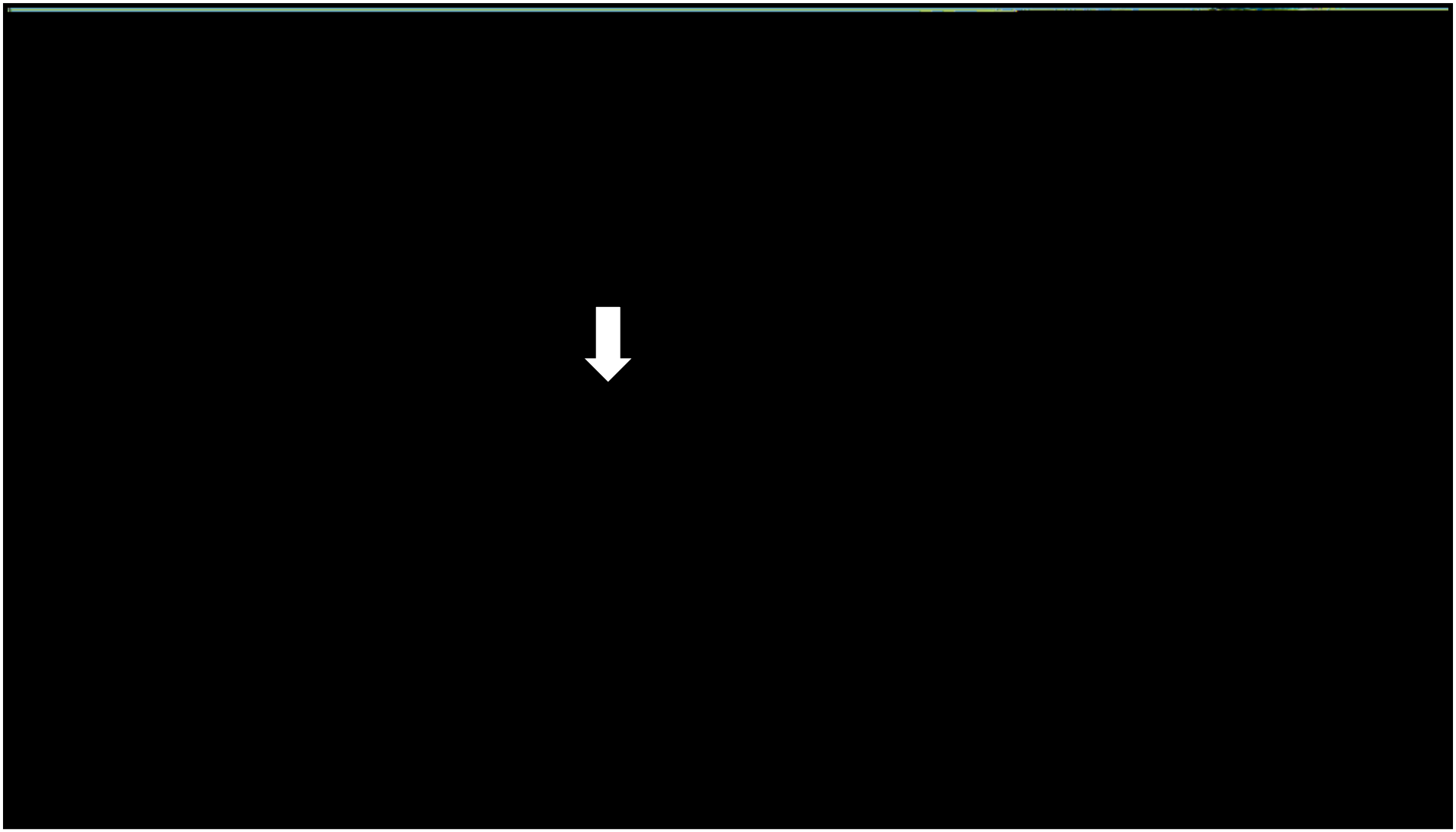


LocTgDEQ4/User

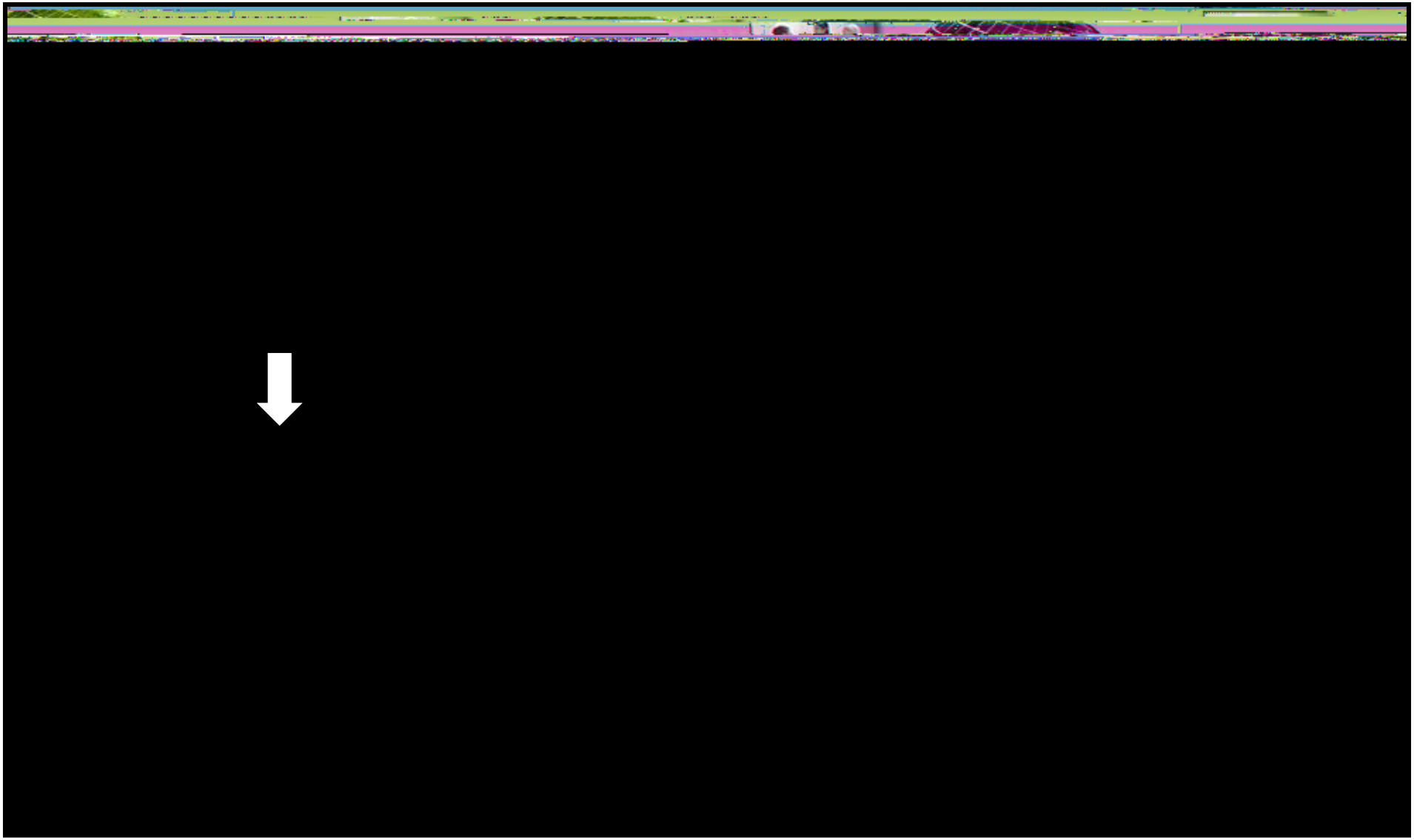
Status



Custom Data

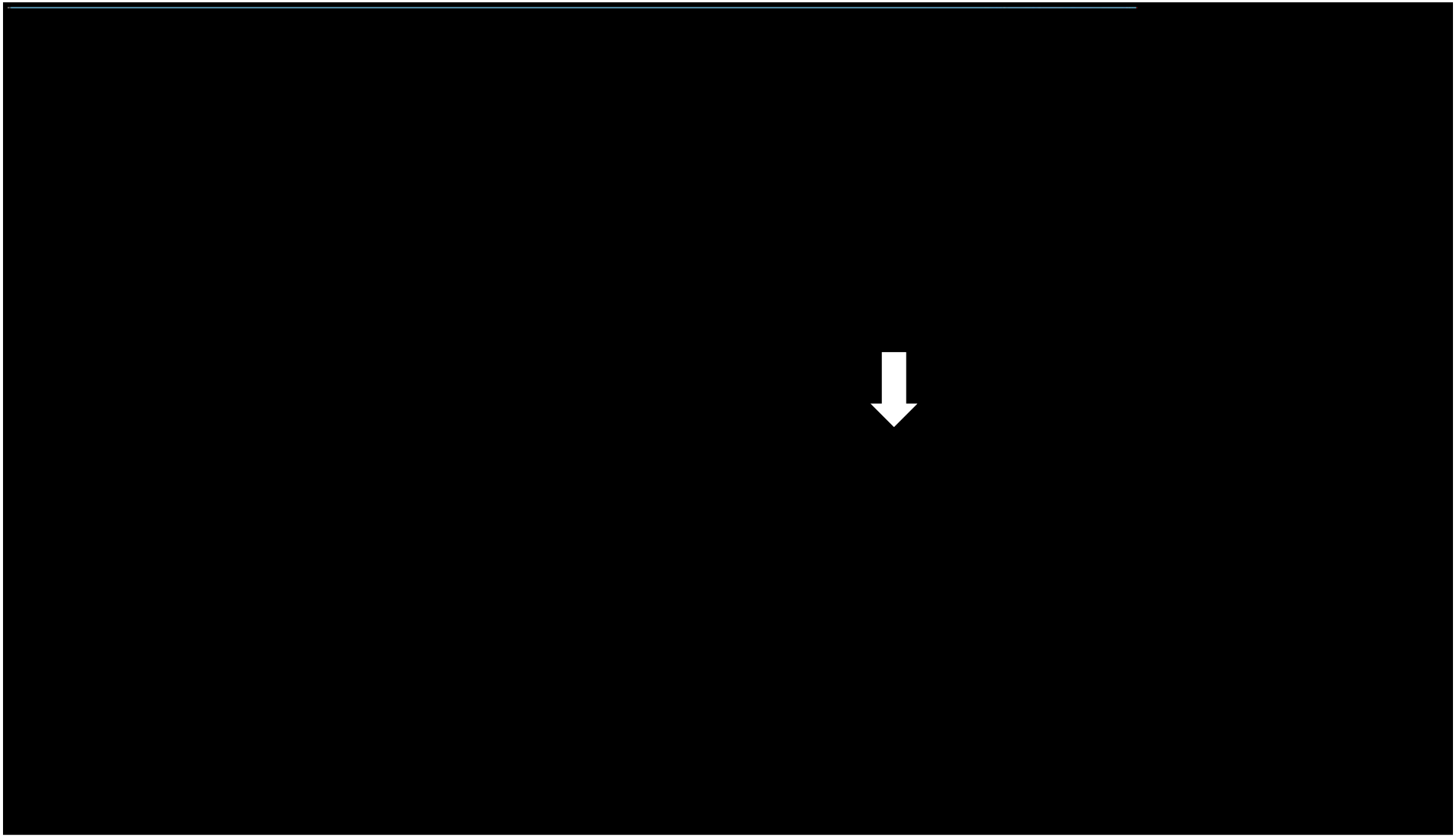


Notes



Purchasing

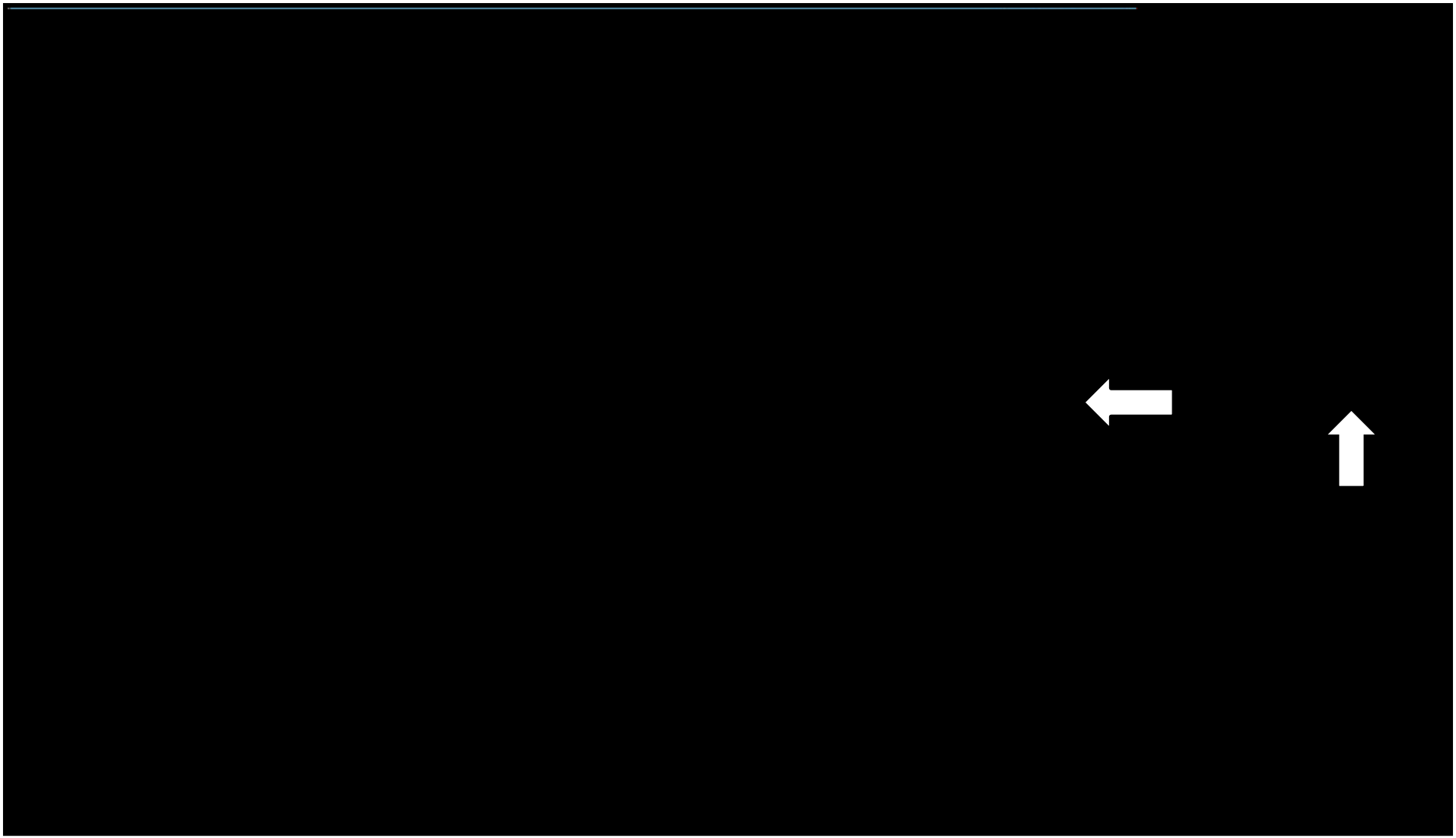
Consumption/Refill



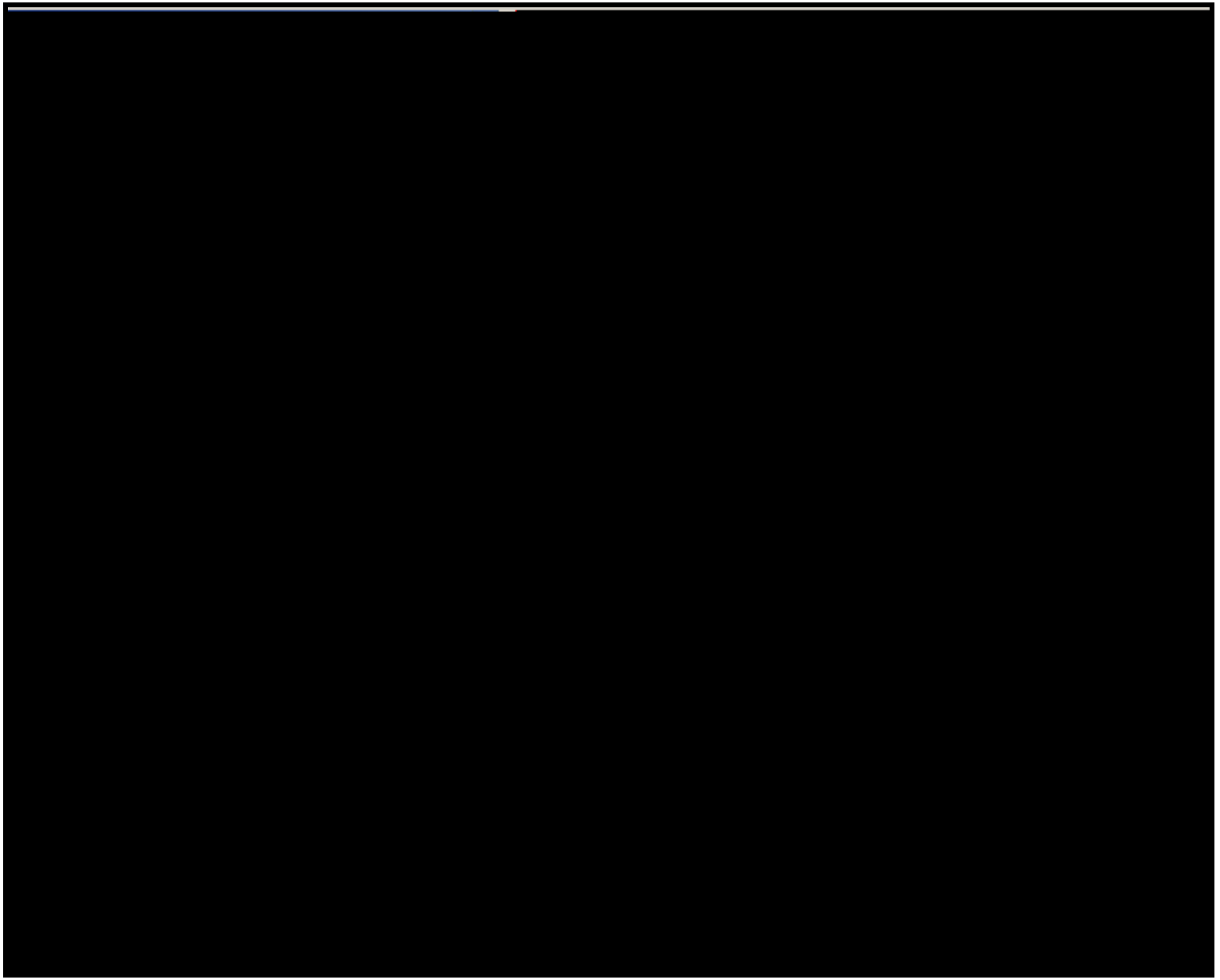
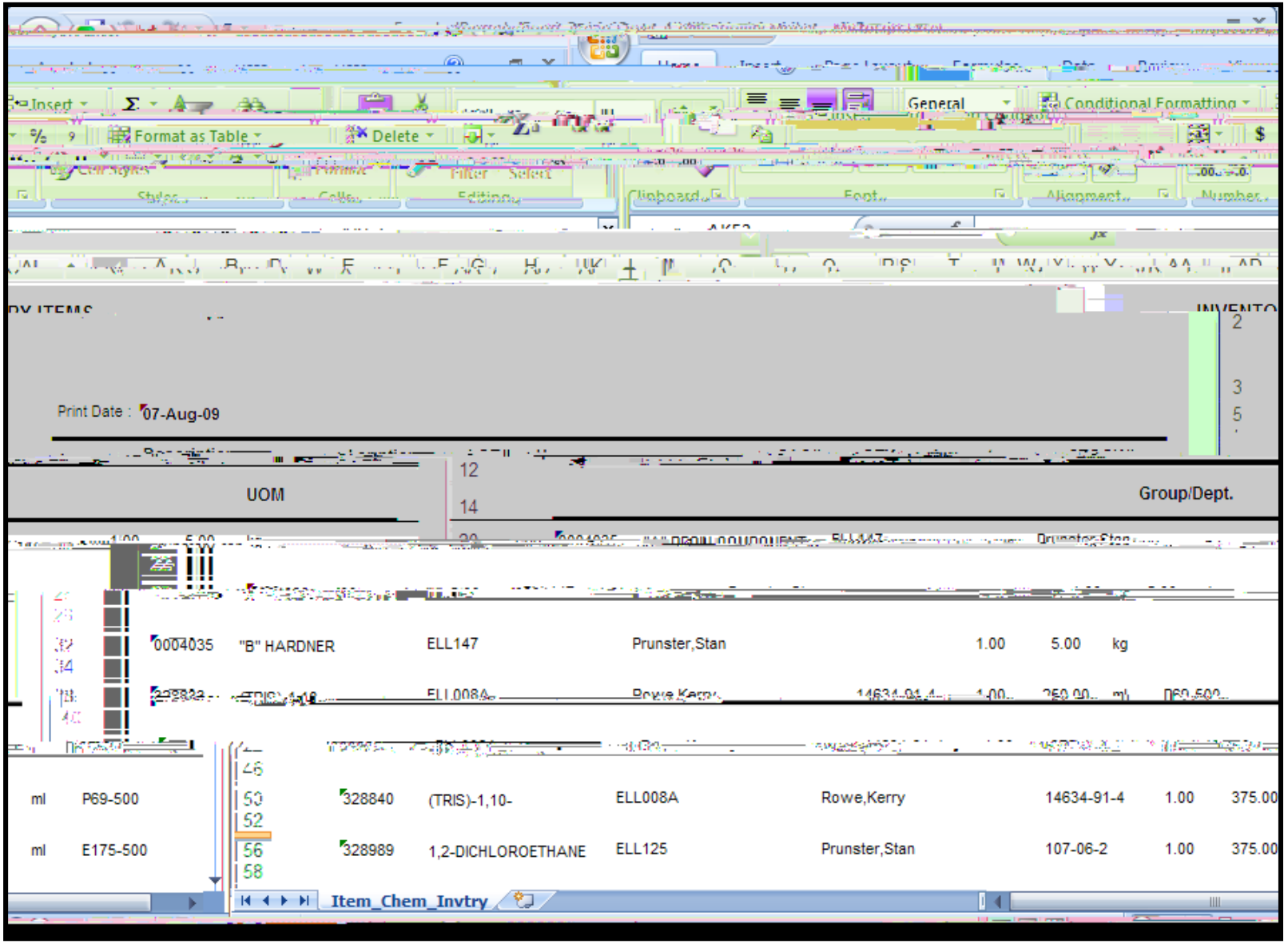
VIEWING ALL CHEMICALS IN A SPECIFIC BUILDING OR ROOM

CREATING AND EXPORTING AN INVENTORY REPORT TO PDF OR EXCEL FORMAT

In order to compile the query results into a single PDF of Excel file, select the desired file format in the ‘Export To’ menu and click ‘Print’.



PDF Format Inventory Report



Excel Format Inventory Report