

## Using Scanner: General

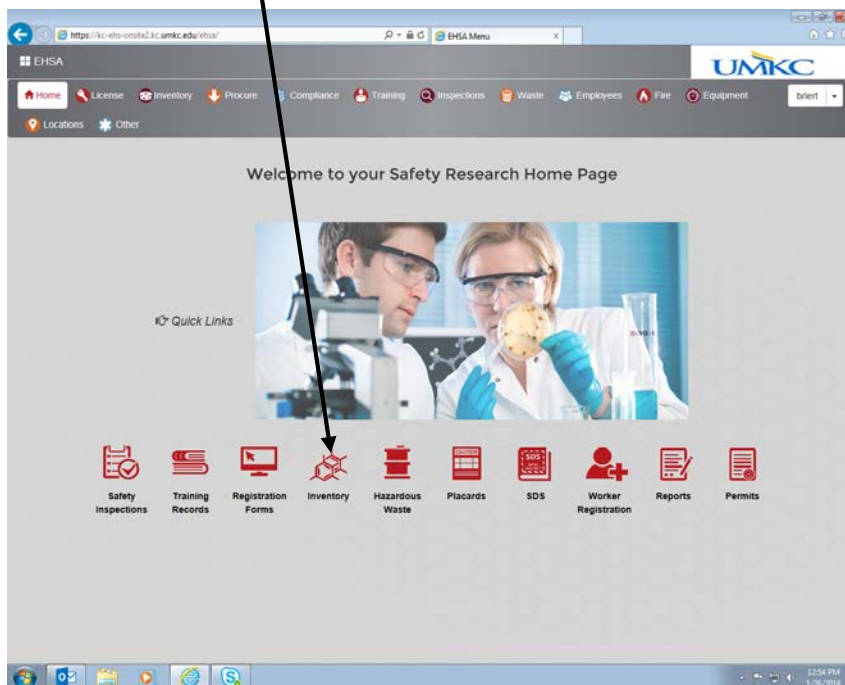
-The scanner is connected through blue tooth and is recognized by the computer as a keyboard.

-If the scanner becomes disconnected from the computer you will need to enter a code with the scanner using the numbered bar codes found in the manual on pages 8 & 9.

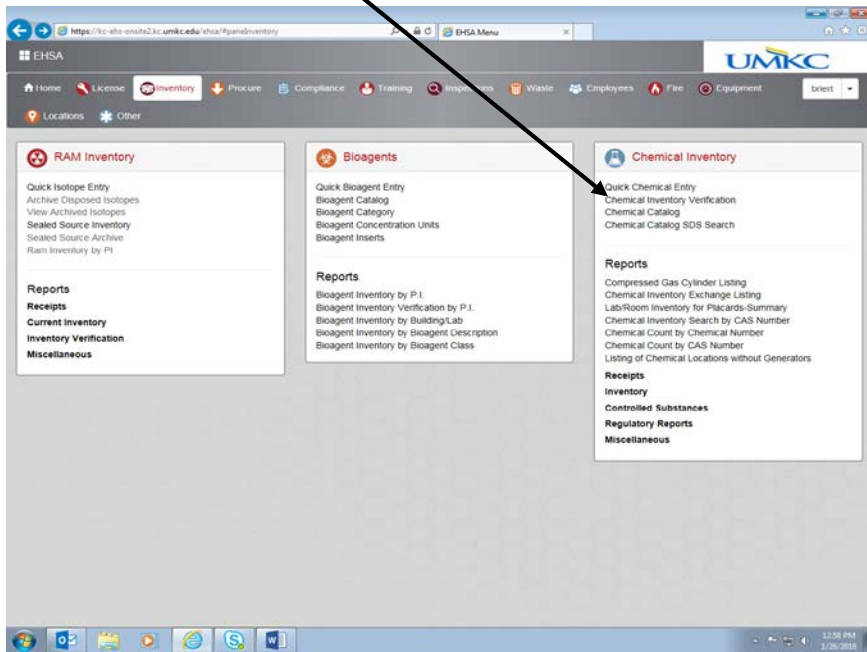
-If the scanner is not connected to anything it will save any bar codes scanned with directly on itself. These can be accessed by plugging the scanner directly into the computer where it is recognized as a flash drive. The scanned bar code numbers will be found saved in a folder.

## -Using the Scanner: Inventory Verification

-First Click inventory icon

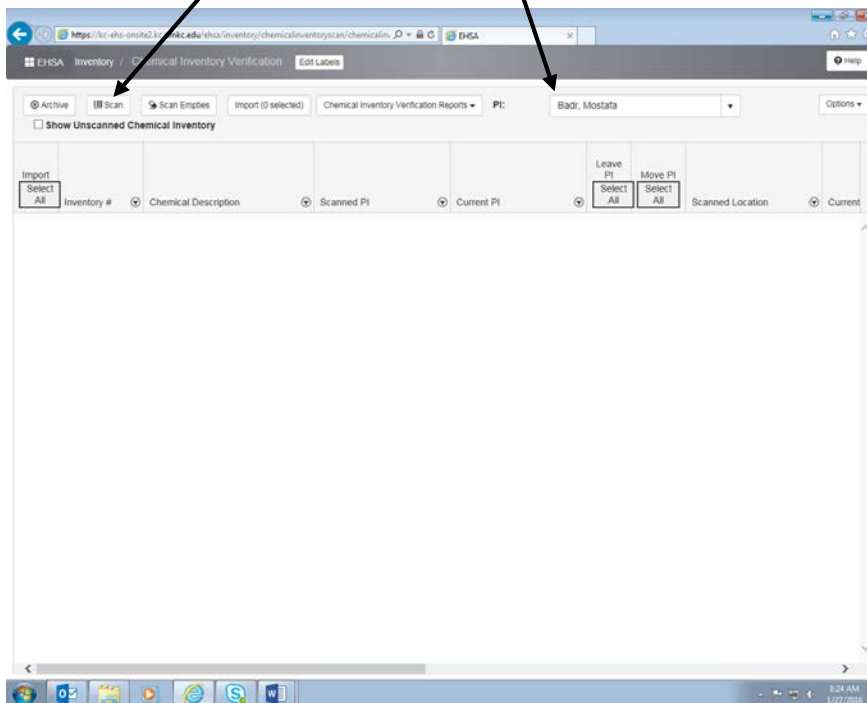


-click Chemical Inventory Verification link

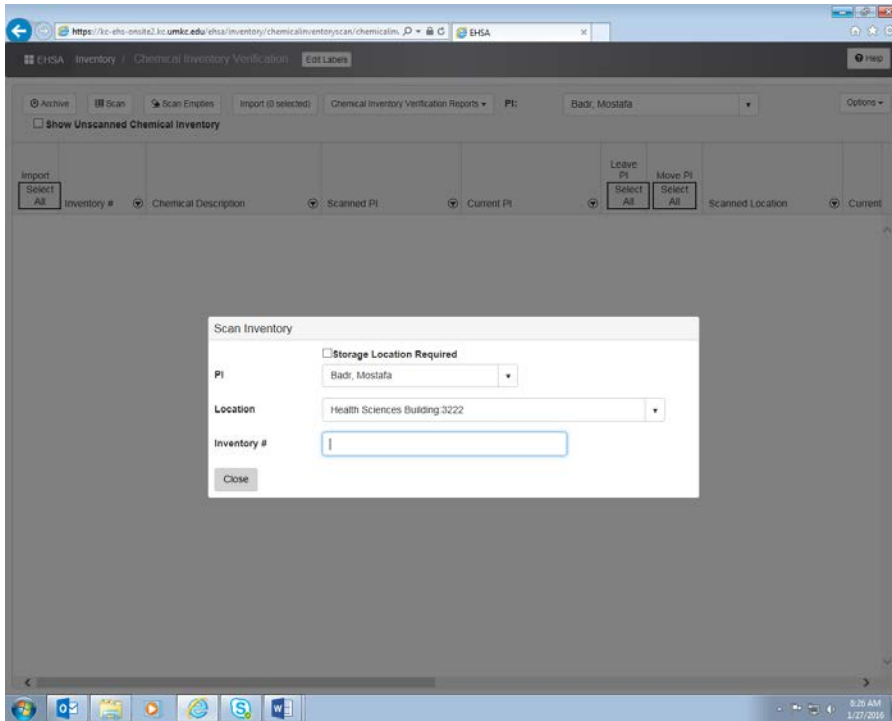


-Be sure the correct PI is selected in the PI box

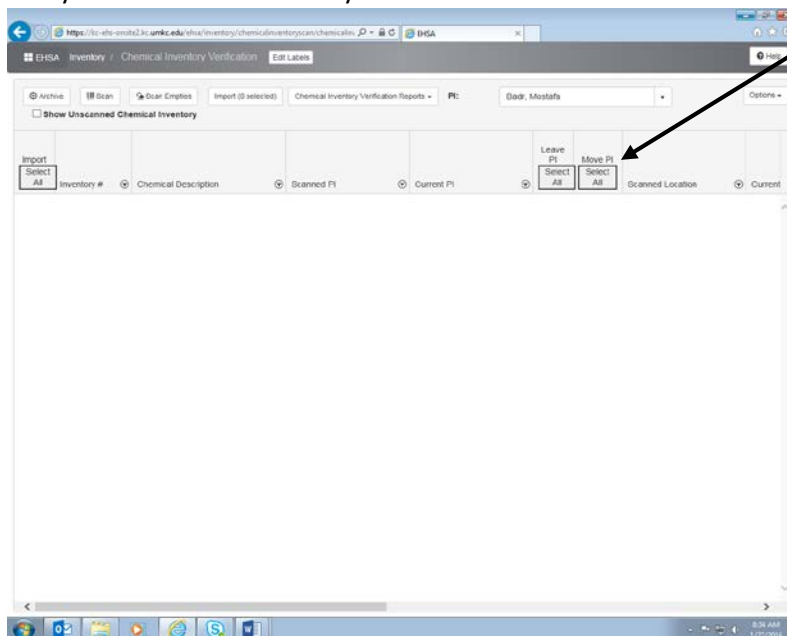
-Then click the Scan button



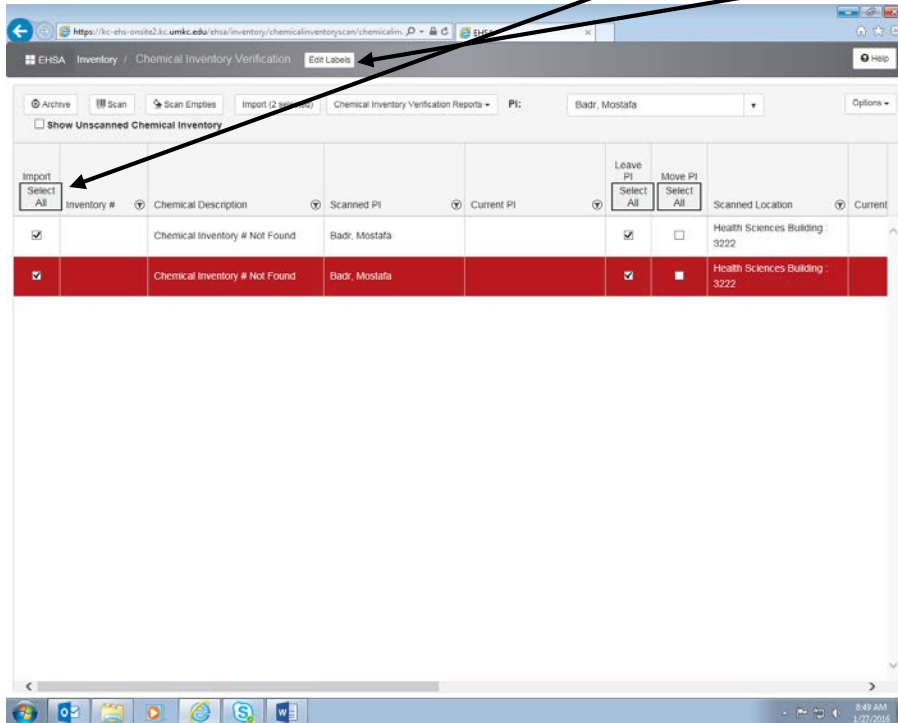
- Select the Location in the Location tab then begin scanning bar codes
- As you scan the bar codes the chemicals will automatically be entered



- After you have scanned everything you can scroll to the right to see more information about the Chemicals including the current and scanned PI, the current and scanned location, and the current and scanned storage location.
- If any of these are incorrect you can select the Chemical and click Leave or Move



- After everything has been scanned and corrected click the select all button then click the Import button to update the inventory



-You can also delete empty containers from the inventory by clicking the Scan Empties button

-After scanning the empties select all and click Import and they should be removed from the inventory

