STANDARD OPERATING PROCEDURE
Update Inventory on CEMS

Step 1: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

Step 2: Click on “login” in “My Profile” window. You can login by entering your email address (see Email-window on Login screen below) and your CEMS password (see password-window on Login screen below), and clicking on “submit”: 
OR by using University Single Sign-on feature (see the upper window on Login screen above) which doesn’t require a separate CEMS password but your UTA network credentials:
Step 3: On your CEMS Dashboard go to “Quick Links” window and click on “Update Chemical Inventory” link (third from the bottom):
Step 4: Enter the UTA barcodes of the containers you'd like to update separating them by coma, space, or newline (OR use a barcode scanner):

```
142375  
142513  
152147  
```

Step 5: Click on “next”. The screen below will appear.
**Step 6a:** To “Set Surplus”, “Set Hidden” (from other CEMS users), “Mark Empty”, “Mark Transferred Offsite”, or “Mark In-transition”, choose “yes” from the drop-down list:

![Dropdown list](image)

Then scroll to the bottom of your screen and click on “confirm”:

![Review Inventory](image)

Then choose “OK”:

![Confirmation dialog](image)
The following message will appear on top of the screen: “Chemical inventory updated successfully. Updated records shown in report below. Continue with...”. Click on the icon with green arrow on the left to open individual container record and confirm that all updated information is correct. Then close the tab (see red circle with white cross):

**Step 6b:** To update the name of Chemical Owner, Location, Sub-Location, and Evaluation Date:

- **Set Owner**-window: start typing the Chemical Owner’s name and choose from the given list of names. You can also choose from the drop-down list (see drop-down arrow) or search in the Database (see the box with two dots next to drop-down arrow).

![Update Inventory](image1)

- **Set Location**-window: start typing the number of the Room and choose from the given list of Locations. You can also choose from the drop-down list (see drop-down arrow) or search in the Database (see the box with two dots next to drop-down arrow).

![Update Inventory](image2)
• **Set Sub-Location**-window: type in the name of Sub-Location. Examples: shelf #1; shelf #2; refrigerator; freezer; cabinet for flammables; cabinet for corrosives.

![Update Inventory](image)

• **Update Evaluation Date**-window: choose “yes” from the drop-down list (see drop-down arrow):

![Update Inventory](image)

**Step 7:** Scroll to the bottom of your screen and click on “confirm”:
Then choose “OK”:

```
cems.uta.edu says
Are you sure you want to update the chemical inventory listed above?
```

**Step 8:** The following message will appear on top of the screen “Chemical inventory updated successfully. Updated records shown in report below. Continue with...”. Click on the icon with green arrow on the left to open individual container record and confirm that all updated information is correct. Then close the tub (see red circle with white cross) or continue updating by choosing “New Chemical Inventory Search” to update a single container; or “New Multiple Barcode Search” to update multiple containers: