Open your web browser (Google Chrome works the best) to http://www.ehs.iastate.edu/laboratory/chemical-inventory

Click the red “Chemical Inventory” button on the page. This will take you to the login page. Enter your ISU NetID and university password.
You should see the inventories that you manage listed under “Lab Inventories.” Click on one to open it. If the tile is grayed out that means the inventory is listed as empty. You can change the status of a room from ‘not empty’ to ‘empty’ and vice versa.
You will see the inventory and details like location, PI, assistants, etc.

To add a new chemical, click on ‘Add compound or gas.’
Select either compound or gas. For a compound, fill in the quantity and chemical name.

For a gas, fill in the number of cylinders, the height (and unit) of the cylinder and the name of the gas.

Note that the green ‘add next compound’ button is to create mixtures in the inventory, not to add another individual chemical.
To edit or delete a chemical, click on either the ‘edit’ or the ‘delete’ button.