

Exporting an Inventory from EHSA

 **RAM Inventory**

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 **Chemical Inventory**

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Under the Inventory tab, go under the link 'Quick Chemical Entry and Search' to access your Inventory and then Export

[+ Add](#) [Edit](#) [Remove](#) [More](#)

Chemical Inventory Reports

PI: ****Show All PIs****

Inventory: Current Inventory

Options

Search By Synonym

Apply Filter

Chemical Exchange

Transfer

Search Department Inventory

☐ View All Shared Inventory

Item(s) marked in **Yellow** will Expire
Item(s) marked in **Red** are Expiring or Expired
Item(s) marked in **BLUE** are Appendix A

Drag a column header and drop it here to group by

Inventory Bar
Code

Chemical Description ↑

01-302079

sodium pyrophosphate tetrabasic

7722-88-5

500

Grams (Solid)

01-262807

(+)-1,1'-Bis((2R,4R)-2,4-
diethylphosphonato)ferrocene(1,5-
cyclooctadiene)rhodium(I)
tetrafluorophosphate

268220-96-8

100

Milligrams (Solid)

1

Solid

01-262789

(+-)-1-phenyl-1-propanol

93-54-9

25

Grams (Liquid)

1

Liquid

MIT Chemical Inventory Excel Export

Chemical Inventory in Temporary Storage - Excel Export

Manage Report Menu

Under 'Chemical Inventory Reports,'
select the report labeled 'MIT
Chemical Inventory Excel Report.' A
pop-up will then populate your
screen.

+ Add Edit Remove More Chemical InventorySearch By SynonymApply FilterClear Filter☐ View All Shared InventoryDrag a column header and drop it here to group by that column

Report Parameters

P.I./Supervisor

ABRUZZIO Abruzzio, Robert

ELFAR Adalsteinsson, Elfar

EEADAMS Adams, Edward

EADELSON Adelson, Edward

AJEMIAN Ajemian, Robert

AKINWAND Akinwande, Akintunde

Your PI should populate this field, but if for some reason this doesn't happen, search for their last name in this box. After this field is correctly populated, press on the green button labeled 'View Report' to access the Excel spreadsheet.

Inventory: Current InventoryOptionsChemical ExchangeTransferSearch Department Inventory

Item(s) marked in **Yellow** will Expire
Item(s) marked in **Red** are Expiring or Expired
Item(s) marked in **BLUE** are Appendix A

01-262807 cyclooctadiene)rhodium(I)
tetrafluorophosphate

268220-96-8

100

Milligrams (Solid)

1

P8010

Solid

01-262789 (+)-1-phenyl-1-propanol

93-54-9

25

Grams (Liquid)

1

Liquid

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER CHEMICAL INVENTORY

Clipboard Font Alignment Number Styles

Conditional Formatting Table

Normal Bad Good Neutral Calculation Check Cell Explanatory ... Input Linked Cell Note

Insert Delete Format Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PI CODE	PI Last Name	PI First Name	Bldg Code	LAB In-Lab Location	Location Type	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Vendor	Catalog #
2	researcher	last_name	first_name	building	lab	storage_location	storage_device	chemical_description	physical_state	receipt_quantity	unit	chemical_unit	cas_num	vendor
3	veal	Veal	Laurie	N52	N52			Paraformaldehyde Aqueous	Liquid	1	50	ML	50-00-0	SIGMA-A-
4	veal	Veal	Laurie	N52	N52			Paraformaldehyde Aqueous	Liquid	1	50	ML	50-00-0	SIGMA-A-
5	veal	Veal	Laurie	N52	N52			ARSENIC TRIOXIDE	Liquid	1	5	ML	1327-53-	BOEHMA
6	veal	Veal	Laurie	N52	N52			Test Chemical (5-23)	Solid	1	25	KG		SIGM idk-123
7	veal	Veal	Laurie	N52	N52 Fume Hood	Fume Hood	DIMETHYL ETHER	Solid	1	4	CASES	115-10-6		
8	veal	Veal	Laurie	N52	N52 Flammables Cabi	Flammables Cal	DIMETHYL ETHER	Gas	1	100	ML (G)	115-10-6	SIGMAAL	
9	veal	Veal	Laurie	N52	N52		Copper phthalocyanine-3,4'	Liquid	1	3	CC			
10	veal	Veal	Laurie	N52	N52 Acid Cabinet	Acid Cabinet	TCA	Liquid	1	25	ML	76-03-9	SIGMA-AI	

Once downloaded, this is the format of the spreadsheet. It is the same setup as the import template without the dropdowns so this spreadsheet can be used to import data into the system.

NOTE: Leave the second row alone. These are identifiers that the system needs to accurately place the data in the correct fields.